

**Competition for the position of director  
International Institute of Molecular Mechanisms and Machines  
of the Polish Academy of Sciences in Warsaw  
for a 4-year term beginning on December 14, 2024**

In accordance with § 4 point 3 and § 6 of the Regulation of the Minister of Science and Higher Education of November 22, 2010 on the competition for the position of director of a scientific institute of the Polish Academy of Sciences (Journal of Laws No. 233, item 1530, as amended), the Competition Committee appointed by the Council of Provosts of Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences announces the recruitment of candidates for the position of director of the International Institute of Molecular Mechanisms and Machines of the Polish Academy of Sciences in Warsaw for a 4-year term beginning on December 14, 2024.

The competition consists of two stages including:

- 1) formal evaluation of applications for the competition and assessment of the scientific/professional qualifications of candidates on the basis of the documents submitted;
- 2) evaluation of the candidates' knowledge and aptitude to lead the institute on the basis of an interview.

**ESSENTIAL REQUIREMENTS:**

A candidate for the position of Director of the International Institute of Molecular Mechanisms and Machines of the Polish Academy of Sciences in Warsaw may be a person:

- 1) having at least a doctoral degree in the field of: sciences and life sciences or medical and health sciences, a specialist with significant scientific achievements in particular in at least one of the following disciplines: biological sciences, chemical sciences, medical or related sciences;
- 2) having experience in managerial positions in scientific institutions;
- 3) has not been sentenced by a final judgment for an intentional crime or fiscal crime;
- 4) enjoys full public rights.

**THE CANDIDATE'S APPLICATION SHALL INCLUDE:**

- 1) the concept of the Institute's functioning developed by the person entering the competition (in the form of a multimedia presentation, allowing it to be presented for a maximum of 20 minutes, submitted on an electronic medium);
- 2) information on the course of professional work to date, including:
  - (a) on scientific achievements in total and in the last 5 years (list of publications and projects, scientometric indicators);
  - b) the scope of responsibilities related to the positions held and functions held, the period of their performance, the number of subordinates and professional achievements, as well as about the titles or degrees held submitted in writing and on an electronic medium;
- 3) certified true copies of documents confirming:
  - (a) the course of professional work;
  - b) the title or degree held;

- 4) statement that upon assuming the position of Director of the Institute, the Director of the International Institute of Molecular Mechanisms and Machines of the Polish Academy of Sciences in Warsaw will be the candidate's primary place of work;
- 5) statement on the exercise of full public rights;
- 6) a statement of not having a criminal record for an intentional crime or a fiscal crime;
- 7) statement referred to in Article 7 (1) of the Act of October 18, 2006 on disclosure of information on documents of the state security bodies from 1944-1990 and the content of such documents (Journal of Laws of 2023, item 342, i.e.) or information on submitting a vetting statement if the person entering the competition has already submitted such a statement earlier. These requirements do not apply to persons born after August 1, 1972.
- 8) certified true copy of identity card or other document confirming identity;
- 9) a statement of consent to the processing of personal data within the framework of the competition for the position of director, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) - RODO.

The documents (in Polish\*) should be sent by mail (in one copy) to the address: Division II of Biological and Agricultural Sciences of the Polish Academy of Sciences, 00-901 Warsaw, Plac Defilad 1 (tel.: 22 182 60 20) with a note on the envelope: competition for the post of Director of the International Institute of Molecular Mechanisms and Machines of the Polish Academy of Sciences in Warsaw, or submit in person to: Division II of Biological and Agricultural Sciences and Agricultural Sciences of the Polish Academy of Sciences, 00-901 Warsaw, Palace of Culture and Science, room 2112 (21st floor) from 9 am to 4 pm.

Candidates will be notified in writing about further stages of the competition.

Information materials on the functioning and activities of the Director of the International Institute of Molecular Mechanisms and Machines of the Polish Academy of Sciences in Warsaw are available at: <https://imol.institute/>

The announcement of the competition was published on October 10, 2024. The deadline for submitting applications for the competition is 30 days counted from the day following the date of publication of the competition announcement. The deadline expires on November 9, 2024. The submission deadline is determined by the date of receipt of the application.

\*In case of documents in a foreign language, they should be accompanied by a translation prepared by a sworn translator.

Please be informed that:

1. the administrator of your personal data is the Polish Academy of Sciences; Pl. Defilad 1; 00-901 Warsaw, tel: 48 (22) 182 6000, fax; 48 (22) 182 7050; [www.pan.pl](http://www.pan.pl)
- (2) The Administrator has appointed a Data Protection Officer, who can be contacted via e-mail address: [iod@pan.pl](mailto:iod@pan.pl)
- (3) Provision of personal data is voluntary.

4. your data will be processed for the purpose of conducting the competition proceedings.

5. your data will be stored for the period of time necessary to conduct the 2024 competition procedure and for the purpose of performing the Administrator's archival duties.

6. with regard to your personal data, decisions will not be made in an automated manner, pursuant to Article 22 of the RODO.

7 You have:

- pursuant to Article 15 RODO the right to access personal data concerning you,

- Pursuant to Article 16 RODO, the right to rectify your personal data,

- pursuant to Article 18 RODO the right to request the controller to restrict the processing of your personal data,

- The right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of personal data concerning you violates the provisions of RODO.