



Gdansk, 06.09.2024

Unit: the Institute of Russian and Eastern Studies

NOTICE

The Dean of the Faculty of Philology, by the authority of the Rector of the University of Gdansk, announces a competition for the position of **assistant** in the group of **teaching** staff
At the Institute of Russian and Eastern Studies.

The competition is open to persons who meet the requirements set forth in the Law of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and the Statute of the University of Gdansk dated June 13, 2019.

DEADLINE FOR SUBMISSION OF BIDS: **06.10.2024**.

TERMS OF EMPLOYMENT: 100% full-time, employment contract.

DATE OF RESOLUTION OF THE COMPETITION: within one month from the end of submission offers.

Keywords: Japanese language, glottodidactics, Japanese Studies

Requirements:

- excellent knowledge of Japanese and very good knowledge of a second foreign language;
- completed philological master's degree;
- experience in teaching Japanese as a foreign language;
- ability to work in a team, willingness to improve teaching skills;
- Personal qualities: easy to relate to, ability to work with young people, flexibility.

Candidates entering the competition are requested to submit, either electronically or in paper form, to the secretariat of the Institute of Russian and Eastern Studies of the UG, Gdansk 80-308, 51 Wita Stwosza St., p. 281 (during the leave of the secretary of the Institute of Russian and Eastern Studies - to the dean's office of the Faculty of Philology, Gdansk 80-308, 51 Wita Stwosza St., p. 015) or to the e- mai: ifilsl@ug.edu.pl by 06.10.2024 the following documents:

- Application for employment (addressed to the JM Rector of the University of Gdansk)
- Personal questionnaire for an applicant for employment (available at website https://ug.edu.pl/pracownicy/strony_jednostek/dzial_kadr)
- copy of master's degree
- certificate of no criminal record from the National Criminal Register
- opinion from previous workplace (welcome)
- other information that, in the opinion of the candidate, may determine success in the competition proceedings.

In the event that deficiencies are found in the submitted documents or the need for additional information about the candidate, the selection committee will call on candidates to supplement them within a period of no more than 7 days.

Please include the clause "I consent to the processing of personal data contained in the application documents for the purposes necessary for the execution of the competition proceedings for the position of teaching assistant in the group of teaching staff in the Department of East Asian Culture and Languages at the Institute of Russian and East Asian Studies of UG in accordance with the General Data Protection Regulation of April 27, 2016. furthermore, I declare that I have been informed about the possibility of withdrawing consent at any time and that its withdrawal does not affect the legality of the processing carried out on the basis of consent before its withdrawal.

We will contact the selected persons. Offers sent by mail will not be returned.

The interview can take place via instant messaging interactive (MS TEAMS, Messenger, ZOOM, LINE).

The principals reserve the right to respond only to selected bids. The competition may be closed without selecting a candidate.

INFORMATION CLAUSE

1. *In accordance with the General Data Protection Regulation of April 27, 2016, hereinafter referred to as RODO, we inform you that: 1. The controller of your personal data is the University of Gdansk, based in (80-309) Gdansk at 8 Jana Bażyńskiego Street.*
2. *The Administrator has appointed a Data Protection Officer, who can be contacted at (58) 523 24 59 or email address: poin@ug.edu.pl. The Data Protection Officer can be contacted on all matters concerning the processing of personal data and the exercise of rights related to data processing.*
3. *Your personal data will be processed in order to carry out the recruitment process for the indicated position.*
4. *The legal basis for the processing of your personal data for recruitment purposes will be Article 6(1)(c) of the RODO - the processing is necessary for the fulfillment of the legal obligation incumbent on the administrator arising, in particular, from Article 119 of the Law on Higher Education and Science and Article 2¹ of the Law - Labor Code. The premise legalizing the processing of personal data provided voluntarily by the candidate, going beyond the scope of data indicated in Article 22¹ of the Act - Labor Code, will be Article 6(1)(a) RODO - consent of the data subject.*
5. *The provision of personal data by you, once you decide to join the recruitment process, is mandatory within the scope of Article 22¹ of the Civil Code and the Law on Higher Education and Science, and conditions the possibility of applying for admission to work and possible further employment. In the case of providing personal data beyond the above-mentioned legislation - your provision of personal data is voluntary, but conditions the possibility of participation in the recruitment process.*
6. *Your personal data will be processed on behalf of the administrator by authorized employees only for the purposes referred to in paragraph 3.*
7. *Your personal data will be stored for the period necessary for the purposes specified in paragraph 3. In the event of a negative result of the recruitment, your data will be deleted immediately after the end of the recruitment, unless, to a certain extent, the archiving requirement is provided for by law - then for the period specified in these regulations.*
8. *Your personal data will not be shared with external entities except as provided by law. If you submit your application documents electronically, the recipient of your data may be an entity acting on behalf of the administrator, i.e. an entity that is a postal service provider.*
9. *Under the terms of the RODO regulations, you are entitled to:*
 - a) *The right to access the content of your data,*
 - b) *The right to correct them when they are inconsistent with the real state of affairs,*
 - c) *The right to erasure, restriction of processing, as well as data portability -*
In cases provided for by law,
 - d) *The right to object to data processing,*
 - e) *The right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection, if you consider that the processing of your personal data violates the provisions on personal data protection,*
 - f) *The right to withdraw consent at any time without affecting the lawfulness of the processing carried out on the basis of consent before its withdrawal.*