**JOB OFFER FOR JUNIOR SPECIALIST**

**Sieć Badawcza Łukasiewicz – Instytut Ceramiki I Materiałów Budowlanych / Łukasiewicz Research Network - Institute of Ceramics and Building Materials, Division of Glass and Building Materials in Kraków**

**Vacancy:** Junior Specialist

**Section:** Research department
**Place of work:** Sieć Badawcza Łukasiewicz – Instytut Ceramiki I Materiałów Budowlanych / Łukasiewicz Research Network - Institute of Ceramics and Building Materials, Division of Glass and Building Materials in Kraków,

Cementowa 8, 31-983 Kraków.
**Type of contract:** Contract of employment .
**Working time:** Full-time job.
**Number of vacancies:** One.
**Date of announcement:** 11 January 2021.
**Deadline for submitting offers:** 25 January 2021.

**I**. **Requirements for the candidate:**

1. Education: higher technical, MS degree, preferred disciplines: chemical Technology.
2. Theoretical and practical knowledge of the testing methodology of thermal insulation materials, gypsum products, tile adhesives and sealants.

3. Practical knowledge of operating the test equipment for reaction to fire test (in particular- non-flammability test) and the knowledge of DIN EN ISO 1182 software by the WAZAU.

4. Proven testing skills of at least 2 years work experience in the laboratory.

5. Ability to work independently and cooperate in a team.

6. Willingness to perform non-standard work (e.g. physical work).

7. Mobility and willingness to work outside the place of work (business trips for sampling, expert opinions or conducting research).
8. Good computer and MS Office skills including creating the macros.
9. Knowledge and ability to properly interpret research standards and quality system documents.

10. Fluent knowledge of the Polish language enabling easy communication and understanding of technical documentation including research standards.

11. Knowledge of the English language confirmed by certificates (at least B2 level).

12. Theoretical and practical knowledge in the field of designing and testing mortars and concretes intended for quick repairs of airport pavements.

13. Proven action taken to achieve the implementation doctorate in the future.

**II. Personality traits:**

Punctuality, dutifulness, self-discipline, honesty, high personal culture, consistency and responsibility in action, ability to work under time pressure, commitment to fulfill the duties entrusted, independence, accuracy, technical sense, ability to solve problems and make decisions availability, the ability to effectively organize working time.

**III. List of required documents:**

1. Professional CV.
2. A declaration of consent to the processing of personal data for the purposes of the recruitment and statement by becoming familiar with the information clause available at clause available at: http://icimb.pl/o-instytucie/polityka-prywatnosci/obowiazek-informacyjny, with the following content:

*"I consent to the processing of my personal data by the Łukasiewicz Research Network - Institute of Ceramics and Building Materials for the purpose of recruitment in accordance with Article 6 (1) (a) of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (general regulation on data protection)" and I declare that I have read the information clause available on the website:*

*www.icimb.pl/o-instytucie/polityka-prywatnosci/obowiazek-informacyjny.*

(*"Wyrażam zgodę na przetwarzanie moich danych osobowych przez Sieć Badawcza Łukasiewicz - Instytut Ceramiki i Materiałów Budowlanych w celu rekrutacji zgodnie z art. 6 ust. 1 lit. a Rozporządzenia Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych)" oraz oświadczam, że zapoznałam/em się z klauzulą informacyjną dostępną na stronie:* [*www.icimb.pl/o-instytucie/polityka-prywatnosci/obowiazek-informacyjny*](http://www.icimb.pl/o-instytucie/polityka-prywatnosci/obowiazek-informacyjny)*).*

We will contact only selected candidates.
Selected qualified persons will be informed of the recruitment interviews date by using their contact details which shall be provided by the candidate in the application documents. Candidates selected for recruitment interviews will be required to provide the following documents at the latest at the interview date:
 - Copies of the documents confirming the required education.
 - Copies of the documents confirming at least 2 years of professional experience.

 - Copies of the completion employment certificates or, in the case of ongoing employment, a certificate of current employment, including the information of its duration.

**IV. The main scope of duties:**

1. Performing tests of construction products according to PN-EN ISO 1182, PN-EN 12004, PN-EN 14411 and particular standards for testing thermal insulation materials.

2. Knowledge of issues occurring at a given position and the currently binding executive documents.
3. Conducting research and development works, in particular in the field of technology of products for the construction of roads, airport pavements and repair works.

4. Performing tests in accordance with the received test schedule and current executive documents, including: reliable evidence of performed action according to the requirements and to all the documents indicated in the procedures / instructions for individual tests. Calculating, verifying and recording the obtained results.
5. Operating and handling the measuring and testing equipment in accordance to the applicable procedures or caring instructions to protect the equipment against damage. Calibration of test equipment.
6. Supervision over the entrusted measuring and testing equipment, including timely control of all the equipment.
7. Recording the test results documentation.
8. Compliance with the quality policy and the principles of impartiality, independence and objectivity.

**V. Working circumstances:**

1. Workplace: Sieć Badawcza Łukasiewicz – Instytut Ceramiki I Materiałów Budowlanych / Łukasiewicz Research Network - Institute of Ceramics and Building Materials, Division of Glass and Building Materials in Kraków, Cementowa 8, 31-983 Kraków.
2. Working time: full-time job.
3. Type of contract: contract of employment.
4. Remuneration will be determined in accordance with the Employee Remuneration Regulations, Łukasiewicz Research Network - Institute of Ceramics and Building Materials.

5. Additional benefits: social benefits and others will be determined in accordance with the Employee Remuneration Regulations, Łukasiewicz Research Network - Institute of Ceramics and Building Materials.

**VI. Deadline for submitting the documents:**

Documents should be submitted from 11th January, 2021 up to 25th January, 2021, by 15.00.

**VII. Form of submitting the documents:**

Candidates are asked to send the required documents by e-mail to the following e‑mail address: rekrutacja@icimb.lukasiewicz.gov.pl up to 25th January, 2021, by 15.00. In the title of the e-mail, please enter: „Nabór – młodszy specjalista KG/2021”.

Applications received after the above-mentioned deadline will not be considered.
Application documents that do not take part in the further recruitment process, i.e. are not positively verified and do not meet the criteria required in the advertisement, will be destroyed in a commission after the recruitment, while documents of persons who have qualified for the next stage in the recruitment process will be stored in accordance with the regulations of the office . Applications containing a clause regarding the possibility of processing them for the purposes of subsequent recruitment processes will be stored and used for this purpose.
The candidate is not entitled to establish an employment relationship. There is no appeal procedure in relation to activities related to this recruitment.

**VIII. Deadline for recruitment process: 29 January 2021**

**IX. The employment will start at the day the decision of Director of Institute is made.**

**X. The recruitment of candidates for job vacancies is open and competitive.**

**XI. The vacancy notice is made available:**

- in the Public Information Bulletin on the website of the Institute network

- in the Public Information Bulletin on the website of the Minister of Science and Higher Education,

- on the European Commission's website on the European portal for mobile researchers.

**XII. Information on candidates who have applied for recruitment constitutes public information to the extent covered by the requirements set out in the vacancy notice.
XIII. Information on the results of the recruitment will be placed in the Public Information Bulletin on the Institute's BIP website.**