

**Recruitment for the Lab Manager position  
at the Institute of Bioorganic Chemistry, PAS in Poznan  
Procedure no. 16/2021/T**

INSTITUTION: Institute of Bioorganic Chemistry, PAS, Department of Non-coding RNAs  
CITY: Poznan  
POSITION: Lab Manager  
POSITIONS AVAILABLE: 1  
SCIENTIFIC DISCIPLINE: biological sciences  
PUBLICATION DATE: October 14<sup>th</sup>, 2021  
APPLICATION DEADLINE: November 3<sup>rd</sup>, 2021  
IBCH PAS WEBSITE: <http://www.ibch.poznan.pl>

KEY WORDS: RNA biology, neurobiology, molecular biology, lab manager

**Scope of research:** Non-coding RNA and the gene expression regulation in the brain and neurons.

Position will be carried out within the frames of a NAWA Polish Returns 2019 project, entitled “*Deciphering networks of regulatory RNAs in the central nervous system*”, financed by the National Academic Exchange Agency; Principal Investigator: Monika Piwecka, PhD.

**I. Responsibilities:**

1. Maintenance of a working space in the lab.
2. Requesting price quotations and ordering reagents, materials and equipment necessary to complete the project.
3. Cataloging and maintenance of samples of biological material.
4. Assisting in conducting research projects in terms of establishing, cataloging and modifying protocols; assisting team members with preparation of buffers, materials and reagents; conducting standard experimental procedures (e. g. genotyping, RNA *in situ* hybridization, qRT-PCR, Western Blot, Northern Blot, molecular cloning, cell culture maintenance, protein and nucleic acid isolation).

**II. Required qualifications:**

1. Master of Science in molecular biology, biotechnology, or related field.
2. Minimum 4 years of laboratory work experience with molecular biology, biochemistry, and/or cell culture. Prior experience with microscopy and/or primary cell culture would be an additional asset.
3. Enthusiasm about experimental work.
4. Excellent organizational skills.
5. Very good command of spoken and written English.

**III. Required documents:**

1. Letter of application to the Director of IBCH PAS.
2. Certified copy of the MSc diploma.

3. Scientific CV encompassing track record of previous education and employment.
4. Cover letter.
5. Letters of recommendation or contact details to at least 1 referee who can issue the references.

**IV.** Applications should be submitted via the eRecruiter portal at:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=b19ca079bd0e4ee0aef5f8946aa26d33>

**V.** Submission deadline is **03.11.2021** (the date of document receipt shall be decisive).

**VI. Criteria of candidate evaluation:**

1. Candidate's professional experience with regard to molecular and cellular biology techniques, basic and applied research participation, mobility, documented scientific achievements.
2. Knowledge of project.
3. During the recruitment procedure, selected candidates may be invited to an interview.

**VII.** During the recruitment procedure selected candidates may be invited to an interview. The recruitment procedure shall be concluded until **November 17<sup>th</sup>, 2021**.

**VIII.** Employment shall take place in compliance with the provisions of the Labor Code of Poland.

**IX.** Hereby offered is a replacement position. A fixed-term contract with 3 months of trial period, with possibility of extending up to 12 months in total, is offered. Monthly remuneration is **6 150,00 PLN** (total employer cost).

For further details, please contact the Principal Investigator:

Monika Piwecka, PhD

e-mail: [mpiwecka@ibch.poznan.pl](mailto:mpiwecka@ibch.poznan.pl)

**Information clause:**

*Pursuant to the stipulations of the regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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), further referred to as GDPR, we hereby inform that:*

- *The Institute of Bioorganic Chemistry, Polish Academy of Sciences, seated in Noskowskiego St. 12/14, 61-704 Poznan; REGON 000849327, NIP 777-00-02-062 is the administrator of the collected personal data (further referred to as the Institute).*
- *The Administrator appointed a Data Protection Officer, who can be contacted in writing, via traditional mail, by sending a letter to the following address: Z. Noskowskiego St. 12/14, 61-704 Poznan, or by sending an e-mail to: [dpo@ibch.poznan.pl](mailto:dpo@ibch.poznan.pl).*
- *The personal data of the candidates is processed for the purposes of fulfilling the tasks of the administrator, associated with conducting the recruitment procedure for a vacant position.*
- *The legal basis for processing personal data is the Act of 26 June 1974 – The Labor Code, Act of 30 April 2010 on the Polish Academy of Sciences or the consent of the person whose data shall be subjected to processing.*
- *Your personal data shall be subjected to processing for period of 3 months upon the date of decision of the recruitment committee. Following this period, the data will be irretrievably and effectively destroyed.*
- *The personal data of the candidates shall not be transferred to any third country.*
- *The person whose data shall be subjected to processing has the right to:*
  - *request access to his/her personal data, and to amend it or delete it, pursuant to articles 15-17 of GDPR;*
  - *limit data processing, in the events stipulated in article 18 of GDPR;*
  - *data transferring, pursuant to article 20 of GDPR;*

- *withdraw consent at any moment, without influencing compliance with the law of the processing that was executed prior to consent withdrawal;*
- *file a complaint to the Inspector General for Personal Data Protection.*

*Providing personal data in the scope stipulated in article 22 (1) of the Act of 26 June 1974 – The Labor Code is mandatory, whereas providing data in a broader scope is voluntary and requires consent for its processing.*