

INSTITUTION: Institute of Biochemistry and Biophysics, Polish Academy of Sciences  
PLACE OF WORK: Warszawa, Pawińskiego 5a  
POSITION: Computer/Network specialist  
ANNOUNCEMENT DATE: June 23<sup>rd</sup>, 2022  
TENDER SUBMISSION DEADLINE: July 10<sup>th</sup>, 2022  
SETTLEMENT DEADLINE: July 25<sup>th</sup>, 2022  
FORM OF SUBMITTING OFFERS: any (mail, e-mail, in person)  
LINK TO THE WEBSITE: [Job offers | Instytut Biochemii i Biofizyki Polskiej Akademii Nauk \(ibb.edu.pl\)](https://ibb.edu.pl)

Requirements:

1. Set of Linux administrator skills equivalent to CompTIA Linux+ (<https://www.comptia.org/certifications/linux>) or similar certificate.
2. Familiarity with network topics covered by CompTIA Network+ (<https://www.comptia.org/certifications/network>), JNCIA-Junos (<https://www.juniper.net/us/en/training/certification/tracks/junos/jncia-junos.html>) certificates, especially networking, routing, vlans and firewall filtering fundamentals. Knowledge of junos and/or hpux would be a plus.
3. Familiarity with Centos and Debian/Ubuntu Linux distributions (packages, configuration, networking).
4. Shell scripting programming experience.
5. Knowledge of:
  - \* virtualization technologies: kvm, VMware and Xen,
  - \* git, gitlab, ansible,
  - \* services: apache2, exim, openldap, nfs, samba,is not required, but would be a plus.

Responsibilities:

- Participation in the development of informatics tools for the use of research projects
- Bioinformatics support for scientists and PhD students, in particular for the EU-OPENSREEN project
- Deepening knowledge and practical skills

We offer:

- Flexible working hours
- Work in an environment of enthusiasts, analyzing data from various scientific projects
- Possibility of development and learning, including the implementation of various research projects
- Package of amenities (discount on the multisport card, language courses)

When entering the competition, you must submit:

1. Letter of intent addressed to the Director of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences.
2. CV.
3. Information about possessed relevant skills
5. Declaration of consent to the processing of personal data for the purposes of the recruitment process as follows: "I consent to the processing by the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences of my personal data contained in the application documents for the needs of the current recruitment procedure for the position and in subsequent recruitment of candidates for the position. positions of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences in accordance with the General Data Protection Regulation of April 27, 2016. In addition, I declare that I have been informed about the possibility of withdrawing my consent at any time and that its withdrawal does not affect the lawfulness of the processing which was carried out on the basis of consent before its withdrawal. "

Documents should be submitted by post to the following address: Secretariat room 45, Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, Pawińskiego 5a, 02-106 Warsaw

or electronically (only files in pdf format - in the case of signed pages as scans of documents) to the following address: [secretariate@ibb.waw.pl](mailto:secretariate@ibb.waw.pl)

Failure to inform the candidate about the results of the competition is tantamount to rejection of his offer.

In order to comply with the information obligations required in accordance with art. 14 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th 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/WE (General Data Protection Regulations), we hereby present the information regarding personal data processing by our Institution.

<b>PERSONAL DATA ADMINISTRATOR</b>	<p>Your personal data will be administered by the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, with its registered office in Warsaw in Pawińskiego 5A (post code: 02-106); registered as an institute of Polish Academy of Sciences under the number RIN-II-46/98, NIP: 526-10-39-742; REGON: 000325819.</p> <p>You can contact the Administrator by using the phone number 22 592 21 45 and e-mail address <a href="mailto:secretariate@ibb.waw.pl">secretariate@ibb.waw.pl</a>.</p>		
<b>PERSONAL DATA PROTECTION INSPECTOR</b>	<p>The Administrator has appointed Data Protection Officer. Contacting the Officer is possible by using the e-mail address <a href="mailto:iodo@ibb.waw.pl">iodo@ibb.waw.pl</a>.</p>		
<b>PROCESSING PERSONAL DATA</b>	<b>Purpose of processing data</b>	<b>Legal basis</b>	<b>Data processing period</b>
	Implementation of rights and obligations related to the recruitment process.	Article 6 passage 1 letter a) GDPR (the data subject has given consent to the processing of his or her personal data for one or more specific purpose).	Your personal data obtained in connection with the recruitment process we process for the duration of recruitment process.
	Implementation of rights and obligations related to future processes recruitment.	Article 6 passage 1 letter a) GDPR (the data subject has given consent to the processing of his or her personal data for one or more specific purpose).	Your personal data obtained in connection with the recruitment process we process for a period of 12 months from the end of recruitment.
	Investigation and defense by claims.	Article 6 passage 1 letter f) GDPR (processing data is necessary to comply with legal obligations of the Administrator).	Claim period, no longer than before them limitation.
<b>THE CATEGORIES OF DATA RECIPIENTS</b>	<p>The recipients of personal data may be:</p> <ul style="list-style-type: none"> <li>a) Administrator's employees – in order to perform activities resulting from their employment contract ;</li> <li>b) entities, with which the Administrator has signed a cooperation agreement, in order to implement the agreement, and in particular entities providing accounting, legal, postal and courier, marketing, and IT services;</li> <li>c) authorized bodies, on the basis of mandatory provisions of law, and in particular courts of law, tax offices, and law enforcement authorities.</li> </ul>		
<b>DATA TRANSMISSION</b>	<p>Personal data are not transmitted outside of the territory of Poland.</p>		
<b>YOUR RIGHTS</b>	<p>You have the right to:</p> <ul style="list-style-type: none"> <li>a) request access to your personal data (article 15 GDPR) – the right to request Administrator's confirmation, whether your personal data are being processed, and, if they are, to be granted access to them. Upon your request, the Administrator will deliver a copy of processed personal data. The Administrator may charge a fee for all the subsequent copies you requested, in a rational amount resulting from administrative costs;</li> <li>b) personal data correction (article 16 GDPR) – given the aim of data processing, you have the right to immediate correction of your personal data, if they are incorrect, and to request supplementing incomplete personal data.</li> <li>c) deleting personal data (“the right to be forgotten”) (article 17 GDPR) – the right to request immediate deletion of your personal data. In this case the Administrator has an obligation to delete your personal data provided that one of the following prerequisites is fulfilled: (i)</li> </ul>		

	<p>personal data are no longer necessary to perform the goals for which they have been collected, (ii) the agreement to data processing has been withdrawn, and the Administrator has no other legal basis to process the data, (iii) personal data have been unlawfully processed, (iv) personal data need to be deleted due to the fulfillment of legal obligations. The right to have personal data deleted may not be realized if the Administrator is required by law to process the data further, in the scope defined by applicable law, or if necessary for the establishment, exercise or defence of legal claims.</p> <p>d) Restriction of personal data processing (article 18 GDPR) – the right to demand the Administrator to restrict personal data processing in the case when: (i) the accuracy of your personal data processed by the Administrator is being questioned, (ii) your personal data are being processed unlawfully, and personal data removal has been objected, (iii) the Administrator is no longer in need of your personal data, however, they are necessary for the establishment, exercise or defence of legal claims. When fulfilling the right to restrict personal data processing, the Administrator may still process your personal data, excluding their storage, only with your consent, or if necessary for the establishment, exercise or defence of legal claims, to protect the rights of another individual or legal person, or due to important public interest.</p> <p>e) Personal data transfer – under certain conditions (article 21 GDPR) – the right to receive personal data processed by the Administrator in a structured, commonly used and machine-readable format, as well as to transfer them to another entity. This right is applicable if the data are transferred on the basis of consent or regarding the agreement.</p> <p>f) Objection (article 20 GDPR) – the right to object to the processing of data based on the Administrator's legitimate interest (i.e. article 6 passage 1 letter f) GDPR). In this case the Administrator will no longer be allowed to process data for the specified purposes, unless there is an important legal basis for that or the data are necessary for exercise of legal claims. The right to object to personal data processing is not applicable if: (i) personal data are being processed on the basis of consent – in this case one may withdraw the consent immediately, (ii) personal data processing is necessary to execute the agreement one is a party of, (iii) personal data processing is necessary to fulfill the Administrator's legal obligations.</p> <p>g) lodging a complaint with the supervisory authority responsible for personal data protection if it appears that personal data processing violates GDPR regulations.</p>
<p><b>CATEGORIES OF DATA</b></p>	<p>We are processing personal data specified in generally applicable legal provisions, which are necessary to perform the goals listed above, in particular:</p> <p>a) data which are necessary to confirm one's identity, such as name and surname;  b) contact details, such as phone number, postal and e-mail address.</p> <p>Additionally, the Administrator may process other categories of personal data, for as long as the submitted data cannot be assigned to any of the above mentioned categories, and if processing the data is done for the purposes defined in this information form.</p>
<p><b>ADDITIONAL INFORMATION</b></p>	<p>Submitting personal data is required due to the professional position you are occupying, as well as regarding your work duties.</p> <p>Your personal data will not be used to make automated decisions, nor will they be used for profiling purposes.</p>

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Date and signature of the relevant person