



**Laboratory for Cultural Psychology and Cross-Cultural Research
of the Institute of Psychology of the Polish Academy of Sciences**

announces opening of

Administrative Project Manager position

in the project financed from the grant of the National Science Center Poland financed within the GRIEG programme. Profile of the principal investigator (Kuba Krys) can be found [here](#).

OUTLINE OF CONDITIONS:

	Administrative Project Manager position
Number of positions:	One full-time position (preferable). In exceptional and justified case part-time solutions can be considered.
Period:	Up to three-months-long trial period starting in December 2021 (or January 2021). Full contract starts immediately after trial period. The contract will be concluded at the end of April 2024 Extension of collaboration beyond April 2024 is probable on new conditions (another source of financing) if the Director of the Institute judges a person as suiting the team.
Scope of responsibilities:	Taking ALL non-scientific tasks and responsibilities within, and related to, the GRIEG programme research. We need you to let our team of scientists focus on research processes. You will manage and guide all our non-scientific processes and tasks (see the profile of an ideal candidate on the next page to learn the example responsibilities).
Financial conditions:	Maximum budget for the candidate ideally matching our expectations (employed full-time; after three months long trial period) is 100,000 zł. yearly "brutto brutto" (i.e., all costs of employer included). This gives 8333 zł/monthly "brutto brutto". <i>Within the current regulations (as of October 2021), the maximum salary would result in around 6 916 zł monthly gross salary (Polish brutto), and 4 965 zł. monthly net salary (Polish netto). The gross and net sums may change depending on regulations (e.g., see planned Polski Ład or growing minimum wages).</i> The salary for candidates not ideally matching our expectations and/or during trial period is negotiable but will not exceed the above declared maximum budget.
Additional provisions:	Administrative Project Manager will be offered an opportunity to travel to Norway at least once a year.
Location:	The location of the work is the Institute of Psychology of the Polish Academy of Sciences (located at Jaracza 1, 00-378 Warsaw, Poland). However, many tasks can be carried out on-line (necessity of working on-site remains to be agreed upon and may vary depending on the load and nature of tasks in a given period).

PROFILE OF AN IDEAL CANDIDATE:

	Administrative Project Manager position
Profile of an ideal candidate:	<p>Please treat the below points 1-8 as the basics you must meet when sending your application:</p> <ol style="list-style-type: none"> 1. Aspiring to Protestant/Confucian work-ethics. 2. Team-working skills (candidates must be communal, helpful, friendly). 3. Experience in guiding NCN projects. 4. Reliability. 5. Accuracy. 6. Readiness to share expertise with other members of the team, and to build processes facilitating our (and your) work. 7. Ability to communicate in English (your English does not have to be error-free; we understand you may also need a while to feel more comfortable in conversations). 8. Readiness to travel to Norway for a couple-of-days long project meetings (at least once a year; rather no more than three times a year). <p>For the below points 9-15, documented experience is preferable, but not necessary:</p> <ol style="list-style-type: none"> 9. Experience in guiding GRIEG programme projects or similar (e.g., Idealab). 10. Ability to handle external audits and controls. 11. Ability to organize small scientific conferences/seminars. 12. Ability to guide scientific PR activities accompanied by ability to set-up and maintain simple project web-page as well as guiding the social media channels of the project (e.g., fb). 13. Ability to organize recruitment process and handling HR processes - you will collaborate with our HR department on these tasks. 14. Ability to run tenders (Polish "przetargi"). 15. Comprehension of accounting processes - accounting will be the responsibility of our accounting office, but you will be the link of our team with accounting office. You will also control for our expenses.

OUTLINE OF THE RECRUITMENT PROCESS:

	Administrative Project Manager position
Submission documents:	<ol style="list-style-type: none"> 1. If you do not have experience in handling GRIEG grants, please review the full GRIEG documentation (please see here) and please read the guide for applicants (please see here) before sending your application to us. Please write in your application message "I have read the GRIEG guide for applicants". 2. Cover letter (one paragraph summary of your motivation to join us) accompanied by a specification on how you meet each of the above 15 characteristics of an ideal candidate. 3. CV (summarizing education, positions, relevant experience). <p><i>Please kindly make sure that your documents contain the personal data processing clause (you can find an example clause, at end of this announcement).</i></p>
Deadline for submission:	Candidates are asked to submit their applications as soon as possible, but not later than on December 1, 2021 (however, delayed submission may be considered too).



Applications shall be submitted to:	sekretariat@psych.pan.pl and kkrys@psych.pan.pl
Selection process:	<ol style="list-style-type: none">1. Selected candidates will be invited to an on-line interview or interviews.2. Next, further selected candidates may be invited to perform example tasks (in a timing convenient for them) and to a preliminary short-term trial period (one or two-days long), during which they will be asked to join our administrative team on-site and perform basic tasks. We will attempt to set up timing of these short-term trial collaborations to suit candidates' schedule.3. Next, further selected candidate(s) may be asked to join our team for an up to three-months-long trial period. <p>If the uncertainty related to the three-months-long trial period is unacceptable for you, and if we find your profile close to an ideal candidate, the trial period may be substantially shortened, and the full contract may be offered sooner.</p>

Please kindly add the following (or similar) clause to your application documents:

I agree to the processing of personal data provided in this document for realising the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with 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).

Information clause:

Administratorem Pani/a danych osobowych jest Instytut Psychologii Polskiej Akademii Nauk z siedzibą w Warszawie (00-378) przy ul. Jaracza 1. W sprawach związanych z Pani/a danymi proszę kontaktować się z Inspektorem Ochrony Danych, adres e-mail: sekretariat@psych.pan.pl. Dane osobowe przetwarzane są w celu rekrutacji na stanowisko określone w ogłoszeniu prowadzonej przez Instytut Psychologii PAN, na podstawie art. 6 ust. 1 lit. a i b RODO. Dane będą przechowywane w czasie niezbędnym do zrealizowania rekrutacji, maksymalnie przez okres do 30. grudnia 2021. Osobie, której dane dotyczą przysługuje prawo dostępu do swoich danych, ich sprostowania, usunięcia, ograniczenia przetwarzania, wniesienia sprzeciwu wobec ich przetwarzania, prawo do przenoszenia danych, a także prawo wniesienia skargi do organu nadzorczego. Podanie danych jest dobrowolne, ale niezbędne do realizacji wskazanego celu. Dane osobowe nie będą przekazywane do państwa trzeciego. Pozyskane dane osobowe przekazywane będą tylko organom lub podmiotom publicznym uprawnionym do uzyskania danych na podstawie obowiązujących przepisów.