

Procedure of the recruitment for the TEAM project

A. The recruitment committee will be established and it will be responsible for the whole recruitment process. Committees will be comprised of 3 persons including the project leader. The representative of the Foundation of Polish Science will be also invited to participate in the recruitment procedure. The recruitment of the TEAM project members will be performed in an open, two-step procedure.

B. Information about the open position for **Assistant (PhD Student)** will be published in the Internet and given in both Polish and English.

a) Web pages like: www.fnp.org.pl, www.ichf.edu.pl, <https://euraxess.ec.europa.eu/>

b) Web pages of the research group: <http://lewin.ch.pw.edu.pl>,

C. Application and Appointment Process

I. **Open Recruitment** Candidates must submit the following documents by the date posted by the committee membership:

1. A job application.
2. Curriculum vitae.
3. A summary of professional accomplishments (not exceeding 3500 characters), containing concise information about scientific interests, past achievements pointing out the three most important ones, participation in and running research projects and the candidate's own research plans.
4. A scan or photocopy of the candidate's university degree.
5. A scan or photocopy of the candidate's post-graduate degree (if applicable).
6. A scan or photocopy of the candidate's certificate of professional title (if applicable).
7. A list of publications indicating a maximum of five of the most important studies carried out in the last 5 years of the candidate's research work (after deduction of breaks in research), patent applications, patents, implementations, research projects.
8. The number of citations of publications without self-citations, the h index and the number of years worked effectively in science (after deduction of breaks), (if applicable).
9. Information about any breaks in performing research work, e.g. maternity leave, internship in industry, etc. (if applicable). When assessing the achievements of the candidate the Competition Committee shall take into account breaks in research and shall convert the candidate's indicated achievements into effective years of scientific work.
10. A list of research projects (application, implementation), which were headed by the candidate or where he/she was the main researcher and 1-3 most important publications that were a result of the implementation of this project, or other tangible results of the project (if applicable).
11. At least one opinion of the candidate from an independent researcher (the form will be available on web site: <http://lewin.ch.pw.edu.pl>).
12. The opinion of the master's thesis supervisor and/or reviewer.
13. Consent to the processing of the candidate's personal data for the purposes of the competition (<http://ichf.edu.pl/Oswiadczenie-declaration.doc>)
14. The candidate's declaration he/she has become acquainted with the General Rules Governing Competitions for Research Posts at the IPC PAS in Warsaw.
15. Application form (the form will be available on web site: <http://lewin.ch.pw.edu.pl>).

Competition applications should be sent in one e-mail titled „PhD Student TEAM” to the e-mail address lewinskiteam@ichf.edu.pl and/or to the following address:

Institute of Physical Chemistry PAS
ul. Kasprzaka 44/52, 01-224 Warsaw

Please write on the envelope: " Competition for the position of PhD Student TEAM in Professor Lewiński group "

The deadline for the submission of applications is September 14, 2017 at 2 p. m.

In the first step of the competitive process, the selected candidates, which meet the conditions for admission to the competition (evaluated by the Competition Committee according to the competition application), will be invited for an interview for International Doctoral Studies (IDS) at the IPC PAS and will be verified according to the General Rules Governing Competitions for IDS at the IPC PAS

http://ichf.edu.pl/msd/Doctoral_admission_requirements.pdf). The interview will be held on October 2, 2017. The required documents for IDS should be sent till **September 14, 2017, 2 p.m.** to the e-mail address: lewinskiteam@ichf.edu.pl **with a note "PhD MSD"**.

(http://ichf.edu.pl/msd/IDS_required_documents.pdf

<http://ichf.edu.pl/msd/indexen.html>

http://ichf.edu.pl/msd/Types_of_documents_certifying_knowledge_of_foreign_language.pdf).

Candidates with the IDS IPC student status are exempt from the interview.

In the second step, the selected candidates, among those who have IDS PAS student status or who have received a positive result in the interview for IDS, will be invited for an interview with the Competition Committee appointed by the Principal Investigator based on the requirements of the Foundation of Polish Science and the TEAM program documentation: TEAM 2/2016. Representative of the Foundation of Polish Science may participate in the interview recruitment as an observer.

The Competition results shall be made known on October 12, 2017

The requirements:

1. The successful candidate shall have a university degree in chemistry, a MSc. degree in chemistry or biotechnology.
2. The successful candidates shall have experience in laboratory work in field of inorganic and coordination chemistry and/or Hybrid organic-inorganic functional materials and/or semiconductor nanomaterials
3. Knowledge of Schlenk's techniques,
4. Knowledge of spectroscopic methods: IR, NMR, UV-Vis and X-ray crystallography,
5. Good command in English,
6. Being team-oriented with good communication and management skills in order to work in an international context within a multidisciplinary team,
7. Being able to work creatively, on your own and being result-oriented

The criteria for assessing the candidate are as follows:

- a. Experience in inorganic, organometallic and materials chemistry;
- b. Knowledge of Schlenk's techniques;
- c. Transcript of records (grade of MSc. diploma);
- d. Other types of scientific developments and activities e.g. attendance of scientific conferences, research projects, internships, honors, scholarships, prizes and awards;
- e. Creativity measured by the quality and number of scientific publications in which the candidate is the first author, corresponding author, or a significant author (the importance of the candidate's work in a given publication may be highlighted by the corresponding author/person conducting the research in a separate letter to the committee) and patent applications/patents and/or implementation (if applicable);
- f. Mobility in his/her scientific career (including completed research internships, change in the scientific profile, internships and work in industry);
- g. The number of citations of the candidate's work, especially those works in which the candidate is the first author, corresponding author or a significant author (if applicable);
- h. Creativity measured by the quality and number of research projects the candidate has led and publications resulting from implementation of these projects (if applicable);

II. Appointment Top candidates will be asked for an interview[†] before the same Recruitment Committee. Final decision will be reached upon judgment of the scientific experience, field of interest and potential input into the project which the candidate can bring into the project. Detailed report describing all stages of the selection procedure will be written, signed and reported to the Foundation for Polish Science. Employment shall be in accordance with the IPC PAS and Foundation for Polish Science regulations as well as TEAM Competition Documentation (TEAM 2/2016).

[†] Applicants may be interviewed in Polish or English depending on the decision of the applicant.