WHist-NAWA-03

Call for candidates for a full-time position of an IT for 12 months in the Faculty of History, University of Warsaw for the research project NAWA – Profesura Gościnna: "Places, People and Events: Innovative Spatial Humanities Research to support Interpretation and Explanation", duration of the project: 2021-2024; principal investigator Prof. Dr. Francis Harvey

Planned duration of employment:

12 months (15th February 2022 – 14th February 2023)

Total gross salary:

ca. 101 000 PLN

Name of the position:

IT person (technical-engineering position) (there is a possibility to negotiate the time of employment, a part of tenure, working hours and the form of work: in the faculty or remotely)

Scope of work in the project:

The University of Warsaw, Faculty of History, invites applications for this position in a digital humanities research group led by Prof. Dr. Francis Harvey. This position is one of four that are part of a three and one-half year research project, People, Places and Events (PPE) that develops new approaches using graph-databases to support historical geography research. The project will produce one toolkit to support interpretative analytical research and a second toolkit to create interactive visualisations. Interest and contributions to a dynamic interdisciplinary research group through an active education program, broad and academic outreach are central to the group's work. The research group is looking for individuals with a desire to take bold steps and advance digital humanities research through the integration of graphDB, data visualisation, semantic modelling, geographic representation and historical quantitative and qualitative methods. Project work heavily involves open source software including Gephi, CATMA and QGIS, Nodegoat and the graph database software Neo4j to develop a prototype integrated environment for visual interpretation, analysis of historical and geographical information and support both toolkits. We will also use the software Nodegoat. Part of project work includes involvement in outreach and training activities including workshops and publications. Positions, based on future possibilities, can also involve European and other international travel.

Expectations:

- Graph database implementation, interface development and main toolkit development
- Requires IT programming, web development skills and experience in administering spatial historical data.

Desired:

- Experience with software, programming languages and the web-development stack created for this project
- Tasks include graph database installation and management, server support with UW-IT, data administration, development and maintenance of the project software stack and toolkits, support of workshops and research for publications
- Ability to conduct research in the project field and communicate its results;
- Ability and will to work in a team, share research results, timeliness.

Selection procedure
Application deadline: 10th January 2022
Application results: by 17th January 2022
The application process is conducted by the hiring committee in accordance with the regulations of the University of Warsaw, Faculty of History. Shortlisted candidates may be invited for an interview, which will be conducted digitally between 11th and 17th January 2022.
Candidates will be informed of the results via e-mail or phone. The application process is only the first stage of the employment procedure as defined by the Statute of the University of Warsaw.
A successful application is the basis for further proceedings.
Beginning of employment is planned for 15th February 2022.

Required documents:

1. <u>Information about the agreement for the proceeding of personal data</u> for purpose of recruitment in accordance with Personal Data Protection Act of 29 August, 1997 (i.e. Journal Laws No. 101 of 2002, Item 926, as amended.
2. A CV and list of created applications (in English).
3. Cover letter (in English).
4. <u>A personal questionnaire</u>.

All documents should be sent by email (entitled "Konkurs-Whist-NAWA-3") to the address of the Faculty of History: dziekanat.wh@uw.edu.pl

……………………………………………
name and surname

Information on personal data processing

Controller

Controller of your personal data processed in connection with the recruitment process is the University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, as the Employer.

Contact with the controller:

- by traditional mail at: University of Warsaw, ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa (name the organizational unit to which your letter is addressed);
- by phone: **22 55 20 355**.

Data Protection Officer (DPO)

Controller has designated Data Protection Officer whom you may contact via email at iod@adm.uw.edu.pl. You may contact the DPO in all matters relating to your personal data processing by the University of Warsaw and the exercise of rights in relation to the processing of personal data.

The DPO, however, does not proceed other matters, like handling recruitment procedures, collecting recruitment documents, providing information on current recruitment process.

Purpose and legal grounds of data processing

Personal data of candidates for employment shall be processed for recruitment purposes only.

Your personal data shall be processed in the scope as indicated by employment law[1] *(given name (names) and family name, date of birth, contact information as provided, education, professional qualifications, previous employment)* for the purposes of this recruitment process [2], whereas other data[3] shall be processed based on your consent which may take the following wording:

I agree to the processing of personal data provided in .... (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

If your documents include data as mentioned in Art. 9 section 1 of the GDPR (special categories of personal data), processing shall be possible upon your consent to processing such data[4], which may take the following wording:

I agree to the processing of special categories of personal data, as mentioned in Art. 9 section 1 of the GDPR, provided in .... (e.g. CV, cover letter, and other submitted documents) by the University of Warsaw for realising my recruitment process.

The University of Warsaw shall be also processing your personal data in future recruitment processes upon your consent[5], which may take the following wording:

I consent to processing of my personal data for the purposes of any future recruitment processes at the University of Warsaw for the period of the next nine months.

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[1] Art. 22¹ of the law of June 26, 1974 Labour Code (i.e. Journal of Laws 2019 item 1040 with subsequent changes).

[2] Art. 6 section 1 letter b of the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on protection of individual persons with regard to the personal data processing and on the free flow of such data, and also repealing Directive 95/46/EC (general regulation on data protection) (Official Journal EU L 119 of 04.05.2016, page 1, with subsequent changes) (hereinafter as the GDPR).

[3] Art. 6 section 1 letter a of the GDPR.

[4] Art. 9 section 2 letter a GDPR.

[5] Art. 6 section 1 letter a GDPR.

You may revoke all such consents at any time by, for example, sending an email at sekretariat.ih@uw.edu.pl.

Be advised that the revocation of your consent does not affect legal compliance of processing which had been completed upon consent before its revocation.[6]

Data retention period

Your personal data collected in this recruitment process shall be stored over the period of three months from the date the recruitment process is completed.

In case you agree to process your data in future recruitments, your data shall be used over the period of nine months.

Data recipients

Officers authorized by the Controller shall have access to your personal data, the processing of which is in the scope of their duties.

Data transfer outside the European Economic Area (EEA)

Your personal data shall be disclosed to subjects authorized by law. Signing-in is through Google Forms. Your personal data may be also processed by our provider of G-Suit for education by Google Company in their data processing centres.[7] Your data shall be protected under the standards of the Privacy Shield, accepted by the European Commission.[8] This shall guarantee an adequate level of data security.

Rights of the data subject

Under the GDPR data subjects have the following rights:

- to access data and to receive copies of the actual data;
- to correct (rectify) your personal data;
- to restrict processing of personal data;
- to erase personal data, subject to provisions of Art. 17 section 3 of the GDPR;
- to file a claim with the President of the Personal Data Protection Office, if you believe data processing violates law.

Information on the requirement to provide data

Providing your personal data in the scope resulting from law is necessary to participate in the recruitment process. Providing other personal data is voluntary.

………………………………………………   ………………………………………………
(place and date)   (applicant's signature)

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[6] Art. 7 section 3 GDPR.

[7] https://www.google.com/about/datacenters/inside/locations/index.html

[8] https://www.privacyshield.gov