



With the consent of the Rector of Poznań University of Technology
the Director of the Centre of Languages and Communication at Poznań University of Technology
announces a competition for **2 positions of English Language Instructor**
in the field of Humanities, discipline of Linguistics, English Philology.

Employment in the Centre of Languages and Communication
from 01 October 2025 to 30 September 2026

Fixed-Term Employment Contract

Applicants entering the competition have to meet the requirements specified in the Act of 20 July 2018 - Law on Higher Education and Science - Journal of Laws of 2018, item 1668, in the Statutes of Poznań University of Technology – Resolution No. 175/2016-2020 of the Academic Senate of Poznań University of Technology of 10 July 2019, as amended, and the principles of HR policy – Annex to Rector's Ordinance No. 66 of 20 November 2020,

and possess the following qualifications:

1. higher education in English Philology or Linguistics,
2. skills and experience (minimum 1 year) in teaching adults,
3. pedagogical preparation,
4. acquaintance with computer programs (MS Office) and their operation,
5. availability, communicativeness and resourcefulness in carrying out didactic and organizational tasks in the Centre of Languages and Communication.

Applicants entering the competition are asked to submit the following documents:

1. application for employment addressed to the Rector of Poznań University of Technology via the Director of the Centre of Languages and Communication,
2. CV,
3. personal data form for a candidate applying for employment*,
4. employee personal data form*,
5. qualification sheet*,
6. statement to regard employment in the CLC as the primary workplace*,
7. statement, in accordance with Article 113 of the Act of 20 July 2018 - Law on Higher Education and Science*
8. copies of diplomas,
9. copies of completed courses,
10. reference letters from previous employers.

Documents should be submitted in person in the Secretary's Office of the Centre of Languages and Communication, Room A3.302 or sent by registered mail to the following address: Centrum Języków i Komunikacji Politechniki Poznańskiej, ul. Piotrowo 3a, 60-965 Poznań

Deadline for the submission of applications: 18 June 2025, by 12.00 CET

The competition will be adjudicated within one month.

We reserve the right to reply to only selected candidates. We do not return the submitted documents. If no candidates receive a positive evaluation from the Competition Board or if there are no candidates, the competition will be closed. The competition may be cancelled or closed without giving any reason.

* Documents available for download at www.clc.put.poznan.pl



Information clause for recruitment purposes

In line with Article 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 /EC (hereinafter referred to as GDPR) we advise that:

1. The administrator of your personal data is Poznań University of Technology, pl. Marii Skłodowskiej–Curie 5, 60-965 Poznań, e-mail: biuro.rektora@put.poznan.pl, phone No.: 61 665 3639.
2. The Data Protection Officer is Piotr Otomański, e-mail: iod@put.poznan.pl.
3. Your data obtained through the submission of the personal data form will be processed on the basis of Article 6 section 1 (c) GDPR pursuant to Article 22 of the Act of 26 June 1974 - Labour Code. Any personal data provided by you beyond the scope indicated in the personal data form will be processed on the basis of voluntarily and consciously expressed consent in connection with Article 6 section 1 (a) and Article 9 section 2 (a) GDPR.
4. Personal data are not transferred to processing entities. However, they may be made available to bodies authorized to process them on the basis of legal provisions.
5. Personal data will be kept only for the duration of the recruitment process and 3 months after its completion.
6. You have the right to access your personal data, the right to rectify them and, if applicable, to delete them and limit processing, the right to transfer data and the right to object to their processing.
7. You have the right to lodge a complaint with the President of the Office for Personal Data Protection when you feel that the processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016 (GDPR).
8. Providing personal data by you is a statutory requirement. You are obliged to provide them. By not providing personal data, you will not be able to participate in the recruitment process.
9. In the case of data whose processing is based on consent, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of their processing which had been carried out on the basis of consent expressed before its withdrawal.
10. Your personal data will not be processed in an automated way, including profiling.