



Institute of Animal Physiology and Genetics of the Czech Academy of Sciences

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ÚŽFG AVČR, v.v.i.

Open Transparent Merit based Policy for Recruitment of Researchers

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počet listů: 02 2+1
FN 2

Introduction

The purpose of these Guidelines is to set up rules for the recruitment of researchers in the Institute of Animal Physiology and Genetics CAS (hereinafter only "IAPG") so that it fully complies with the Code of Ethics for Recruitment of Researchers that must be adhered to in order to achieve the HR Award. IAPG follows the principles stipulated in the European Charter for Researchers.

In line with the above Charter, IAPG has committed itself to secure supporting working conditions for all its researchers. The emphasis is placed on their career development and their engagement with the public and popularisation of sciences. IAPG seeks to make work and life easier for foreign researchers, namely by provision of welcome services and through a process of adaptation to the new workplace.

Wherever this document refers to a "job seeker" or a "candidate" or an "employee", the masculine gender is used for convenience only to make sure the text is easily readable; in no way is the text meant to discriminate anyone on the grounds of gender.

Article 1 Basic principles

- *Openness and transparency*

All candidates will be informed on the number of job vacancies and on the details of the specific jobs available by means of job advertisements. The candidates will also be able to find the information on the recruitment procedure in publicly available documents of IAPG (e.g. this document). Each candidate will be informed of the evaluation of their application in the recruitment without undue delay.

Spisový znak: 02.0.1

Skartační znak: A

Skartační lhůta: 5

Rok skartace:

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- *Consideration based on valuable contribution*

When selecting a suitable candidate for a certain job within IAPG, the entire working history of the candidate will be considered. The contribution of the candidate will be considered both qualitatively and quantitatively and the recruiters will take into account not only the candidate's past experience but also his entire potential in broader terms.

- *No discrimination*

Potential employees will not be discriminated on the grounds of their age, sex, beliefs and religion, social origin or nationality, ethnicity, sexual orientation, disability, political opinions or social or economic conditions.

Article 2

Classification of profiles of researchers

The list of the job vacancies we offer uses an established classification of researchers, which helps identify their experience profile in broader terms irrespective of the job or sector they have worked in.

There are four stages:

- *Early-stage Researcher ("Vědecký pracovník prvního stupně") (R1 or V1, V2, V3)* – a student of doctoral studies, an early-stage researcher without a PhD degree, with research experience shorter than four years
- *Recognised Researcher ("Vědecký asistent") (R2 or V3, V4)* – a holder of PhD degree, not yet autonomous, with research experience longer than four years.
- *Experienced Researcher ("Vědecký pracovník") (R3 or V4, V5)* – an experienced researcher with a high degree of autonomy, with research experience longer than four years.
- *Lead Researcher ("Vedoucí vědecký pracovník") (R4 or V6)* – a researcher who leads his own research area.

Article 3

Notification of recruitment

Any recruitment for researchers of category R1-R4 must be reported to the HR Manager, and in case of his absence, to his deputy, at least one month prior to the anticipated date of commencement of employment of the selected candidate. The notification must be sent by email.

Article 4

Advertisement of job vacancies

The HR Department of IAPG has prepared a template for job advertisements that will be adjusted for the relevant job vacancy in cooperation with the head of the respective laboratory and the principal researcher.



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