**SELECTION PROCEDURE FOR AN EMPLOYMENT POSITION**

**Research Institute for Labour and Social Affairs, v. v. i.**

is a public research institute the main activity of which comprises research in the field of labour and social affairs and occupational safety at the regional, national and international levels.

**We hereby announce a selection procedure for the following employment position**

**Head of the**

**Occupational Risk Prevention and Ergonomics** **Research Department**

Ref. no.: RILSA/1359/2025

**Do you have expertise in the field of occupational safety, ergonomics and risk prevention? Do you enjoy leading research projects, developing a team and finding solutions that improve working conditions? Then this position may interest you!**

**The main content of the position comprises:**

* preparation and management of research projects conducted in close cooperation with the Ministry of Labour and Social Affairs of the Czech Republic (research project provider) and research projects financed from external sources (e.g. TAČR, GAČR, European sources) in the field of occupational risk prevention and ergonomics
* management of a team of researchers and experts
* preparation of the application outputs of research projects and the publication of research results in internationally recognised academic journals
* provision of professional support for the creation of methodologies, recommendations and legislative documentation in the field of occupational risk prevention and ergonomics
* presentation of the research results at scientific conferences and other events
* monitoring of trends and the latest technologies and developments in the field of occupational risk prevention and ergonomics
* development of cooperation with other organisations involved in the field of occupational risk prevention and ergonomics at the national and international levels, searching for grant-funded opportunities in the field of occupational risk prevention and ergonomics
* mentoring of junior colleagues aimed at systematically improving the professional reputation of the institute

**We require:**

* university education (preferably to Ph.D. level) in the field of occupational and process safety, risk engineering, fire protection, safety management, public health, ergonomics or a related field
* relevant experience and knowledge in the field of scientific research; experience of project and team management is an advantage
* knowledge of national and European regulations in the field of occupational health and safety, occupational risk prevention and ergonomics
* knowledge of English (min. B2), ability to read and write professional texts

**Advantages for the application:**

* international research and publication activities
* experience of the submission of grant applications (e.g. TAČR, Horizon Europe)

**We provide:**

* meaningful and worthwhile work that exerts a real impact on the quality of working life and the health of employees
* full-time employment in a public research institute
* fixed-term employment contract of 1 year, with its expected extension to an indefinite period
* 5 weeks of vacation, 5 days of sick leave, flexible working hours, option to work partially from another location (from home, etc.)
* training in the context of the institute’s employee development system
* an appropriate salary, meal allowances and other benefits

**Expected start date of the employment relationship**: 1 October 2025, or as otherwise agreed.

**Place of work:** Jeruzalémská 1283/9, 110 00 Prague 1 – Nové Město.

**Requirements for the application[[1]](#footnote-1):**

* structured CV
* motivation letter
* list of publications and other scientific outputs over the last 10 years
* list of research projects completed indicating the role in the research project team over the last 10 years
* copy of highest educational qualification documentation

**Contact for more information on the selection process:**

email, telephone.

Should you be interested in applying for the position, please submit your application with the required documentation electronically

**no later than 5 September 2025** (inclusive):

Research Institute for Labour and Social Affairs, v. v. i.

Databox: yi6jvet

Email: rilsa@rilsa.cz

**Failure to provide the above required documentation may form grounds for exclusion from participation in the selection procedure.**

**By submitting your application, you confirm that you are not aware of any personal or professional relationships that could constitute a conflict of interest in terms of performing the duties implicit in the position for which you are applying.**

 Appendix 1

**Application for the selection procedure**

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| **I hereby submit an application[[2]](#endnote-1)** **to the selection procedure for the following employment position**…………………………………………………………………………………………………………………………………………… *(job title and code as provided in the selection procedure notice* |
| **Name, surname, title:** |
| **Date of birth:** |
| **Place of birth:** |
| **Place of permanent residence (full address including post/zip code):** |

Contact information

 (The provision of this data is voluntary and serves only to facilitate communication in the context of the respective selection procedure.)

|  |
| --- |
| Contact address (full address including post/zip code) if different from the permanent residence:  |
|  |
| Telephone/email: |

|  |
| --- |
| **Date:** |

|  |
| --- |
|  |

 **Signature**

**Required documentation**

* Structured CV
* Copy of highest educational qualification document
* List of publications
* List of research projects
* Motivation letter

**The Research Institute for Labour and Social Affairs, v. v. i. reserves the right to cancel the selection procedure without providing a reason at any time during the course of the procedure and not to select any candidate at all for the position.**

1. [↑](#footnote-ref-1)
2. ) This application should be understood to comprise a separate document. The completeness of the application and the required annexes is a condition for concluding an employment relationship. The personal data provided in the application will be processed exclusively for the purposes of this selection procedure and in accordance with applicable legislation. The personal data administrator is the Research Institute for Labour and Social Affairs, v.v.i. The personal data provided beyond the statutory considerations serves only to facilitate communication with the applicant in connection with the given selection procedure.

The personal data provided will be available only to employees of the personnel department and members of the selection committee. Following the conclusion of the selection procedure, the attachments sent with the application for the purposes of the selection procedure will be returned to unsuccessful candidates according to the address specified by the applicant as the contact address. Applications for the selection procedure together with the final report of the selection committee will be retained by the administrator for a period of 3 years in accordance with Act No. 499/2004 Coll., on archiving and the maintaining of records and on amendments to certain legislation, after which these documents will be destroyed, unless another legal reason for processing the personal data arises in the intervening period.

In accordance with the provisions of the General Data Protection Regulation (GDPR), applicants have the right to access their personal data that is processed by the administrator and the right to information on the processing thereof, or they may request a copy of the data (Article 15); they have the right to request the correction of inaccuracies in their personal data (Article 16) and the right to its erasure once the purpose for which the data was processed has ceased to exist; should you object to the processing of your data, or if the personal data have been processed unlawfully (Article 17), you also have the right to the limiting of the processing of the data (Article 18), as well as the right to object to the processing of your personal data by the administrator (Article 21). The administrator employs a data protection officer, the contact details of whom are: poverenec@rilsacz. The state supervisory authority for the protection of personal data protection is the Office for Personal Data Protection, with which you can lodge complaints if necessary. [↑](#endnote-ref-1)