University of Chemistry and Technology, Prague

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This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Job Catalogue at UCT Prague

This Directive defines the positions at the University of Chemistry and Technology, Prague and their inclusion in the appropriate salary group. It also sets out the general and framework characteristics of the work activities for each type of work and the minimum qualification requirements. Employees are put in salary groups according to the type of work agreed in the employment contract. If an employee cannot be put in a salary group, they are put in a salary group and salary grade which most closely approximates the type of work associated with that salary group in terms of complexity, responsibility and mental and physical demands.

The following Annexes are an inseparable part of this Directive:

Annex No. 1 – *Salary group 'A', 'AV' and 'V' UCT Prague according to the European Framework for Research Careers (R1–R4)*

Annex No. 2 – *Scheme of possible career progression and career change for different job positions*

Academic workers

Salary group	**A1**
Work position	**Professor**

Corresponds to the classification of European Framework for Research Careers: ***R4 – Leading Researcher***

- *Researchers with a PhD or equivalent level of competence and experience are recognised as leading their research by their peers.*

Activities performed:

- They carry out and manage creative, expert and assessment activities at national or international level
- They supervise students' Bachelor's, Master's and dissertation theses
- They lead student researchers
- They carry out consultancy activities for students at all levels of study
- They act as supervisors of students in doctoral studies
- They develop the concept of teaching and teaching including lecturing activities in selected subjects at all levels of study
- They are guarantors of subject(s) and study programmes
- They sit on examination committees
- They serve on scientific boards
- They are members of habilitation committees and committees for appointment of professors
- They perform conceptual and innovative activities in the development of teaching aids and study materials
- They publish in major peer-reviewed/impacted journals or internationally important scientific monographs or internationally important peer-reviewed proceedings
- They perform expert and assessment activities
- They develop strategies for research tasks in line with the university strategy
- They independently solve complex research tasks, lead and organise research teams
- They apply for and participate in grant projects

Qualification requirements:

- Appointment as a professor in the field, appointment as an extraordinary professor (when achieving comparable status abroad).

Salary group	**A2**
Work position	**Associate Professor I**

Corresponds to the classification of European Framework for Research Careers: ***R4 – Leading Researcher***
(own research group)

- *Researchers with a PhD or equivalent level of competence and experience are recognised as leading their research by their peers.*

R3 – Established Researcher

- *Researchers with a PhD or equivalent level of competence and experience who are able to independently develop their own research, attract funding, and lead a research group.*

Activities performed:

- They lead student researchers
- They supervise students' Bachelor's, Master's and dissertation theses
- They carry out consultancy activities for students at all levels of study
- They act as supervisors of students in doctoral studies
- They develop the concept of teaching and teaching including lecturing activities in selected subjects at all levels of study
- They are guarantors of subject(s) and study programmes
- They perform conceptual and innovative activities in the development of teaching aids and study materials
- They publish in major peer-reviewed/impacted journals or internationally important scientific monographs or internationally important peer-reviewed proceedings
- They perform expert and assessment activities at national or international level
- They serve on scientific boards
- They are members of habilitation committees and committees for appointment of professors
- They carry out conceptual activities withwithin the framework of research tasks
- They independently solve complex research tasks, lead and organise research teams
- They are active in international cooperation in science and research

Qualification requirements:

- Habilitation in the field, or attainment of comparable status abroad; attestation – at least 5 years of work experience after habilitation, long-term foreign internship or existing international cooperation, solution of research projects from domestic or foreign providers in the role of researcher or co-researcher, supervision of a defended doctoral thesis.

Salary group	**A3**
Work position	**Associate Professor II**

Corresponds to the classification of European Framework for Research Careers: ***R4 – Leading Researcher*** *(own group)*

- *Researchers with a PhD or equivalent level of competence and experience are recognised as leading their research by their peers.*

R3 – Established Researcher

- *Researchers with a PhD or equivalent level of competence and experience who are able to independently develop their own research, attract funding, and lead a research group.*

Activities performed:

- They lead student researchers
- They supervise students' Bachelor's, Master's and dissertation theses
- They carry out consultancy activities for students at all levels of study
- They act as supervisors of students in doctoral studies
- They develop the concept of teaching and teaching including lecturing activities in selected subjects at all levels of study
- They sit on examination committees
- They are guarantors of subject(s) and study programmes
- They perform conceptual and innovative activities in the development of teaching aids and study materials

- They publish in major peer-reviewed/impacted journals or internationally important scientific monographs or internationally important peer-reviewed proceedings
- They are members of habilitation committees and committees for appointment of professors
- They perform expert and assessment activities at national or international level
- The carry out conceptual activities withwithin the framework of research tasks
- They independently solve complex research tasks, lead and organise research teams

Qualification requirements:

- Habilitation in the field, or attainment of comparable status abroad.

Salary group	**A4**
Work position	**Assistant Professor I**

Corresponds to the classification of European Framework for Research Careers: ***R3 – Established Researcher***

- *Researchers with a PhD or equivalent level of competence and experience who are able to independently develop their own research, attract funding, and lead a research group.*

R2 – Recognised Researcher

- *Researchers with a PhD or equivalent level of competence and experience who have not yet established a significant level of independence in developing their own research, attracting funding, or leading a research group.*

Activities performed:

- They lead student researchers
- They supervise students' Bachelor's, Master's and dissertation theses
- They carry out consultancy activities for students at all levels of study
- They innovate instruction and teach selected subjects at the Bachelor's and Master's level, especially seminars and laboratories
- They sit on examination committees
- They publish in impacted journals
- They perform expert and assessment activities
- They create and innovate teaching aids and study materials
- They independently solve partial research tasks and ensure their organisation

Qualification requirements:

- Achievement of a PhD/Dr/ CSc degree in the field, or comparable status abroad. Attestation – at least 3 years of work experience after defending the dissertation.

Salary group	**A5**
Work position	**Assistant Professor II**

Corresponds to the classification of European Framework for Research Careers: ***R3 – Established Researcher***

- *Researchers with a PhD or equivalent level of competence and experience who are able to independently develop their own research, attract funding, and lead a research group*

R2 – Recognised Researcher

- *Researchers with a PhD or equivalent level of competence and experience who have not yet established a significant level of independence in developing their own research, attracting funding, or leading a research group.*

Activities performed:

- They lead student researchers
- They supervise students' Bachelor's, Master's and dissertation theses
- They carry out consultancy activities for students at all levels of study
- They innovate instruction and teach selected subjects at the Bachelor's and Master's level, especially seminars and laboratories
- They sit on examination committees
- They publish in impacted journals
- They perform expert and assessment activities
- They create and innovate teaching aids and study materials
- They independently solve partial research tasks and ensure their organisation

Qualification requirements:

- Achievement of a PhD/Dr/CSc degree in the field, or comparable status abroad

Salary group	**A6**
Work position	**Assistant I**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They lead student researchers
- They provide consultancy activities for students in Bachelor's and Master's study programmes
- They teach selected subjects at the Bachelor's and Master's level of studies, in particular seminars and laboratory courses
- They collaborate in the development of teaching aids and study materials
- They publish in impacted journals
- They solve partial research tasks

Qualification requirements:

- Completion of a Master's degree in the field or attainment of comparable status abroad. Attestation - at least 3 years after the completion of the Master's .

Salary group	**A7**
Work position	**Assistant II**

Corresponds to the classification of EU Workforce Framework: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They lead student researchers
- They provide consultancy activities for students in Bachelor's and Master's study programmes
- They teach selected subjects at the Bachelor's and Master's level of studies, in particular seminars and laboratory courses
- They collaborate in the development of teaching aids and study materials
- They publish in impacted journals

- They solve partial research tasks

Qualification requirements:

- Completion of a Master's degree in the field or attainment of comparable status abroad.

Salary group	**A4**
Work position	**Lector I**

Corresponds to the classification of European Framework for Research Careers: ***R2 – Recognised Researcher***

- *Researchers with a PhD or equivalent level of competence and experience have not yet achieved a significant level of independence in developing their own research, raising funds or leading a research group.*

Activities performed:

- They give lectures and practicals in the core curriculum subjects in Czech or in English
- They perform frontal teaching in lectures and practicals, especially in the core curriculum subjects in the academic year in the average range of min. 20 hours/week in case of 1.0 FTE (lectures are given for groups of min. 50 enrolled students, practicals are given usually for groups of min. 20 enrolled students)
- They create and innovate teaching aids and study materials
- They prepare, check and process written tests and examinations
- They correct written tests
- They evaluate tests, papers and student performance in the classroom
- They examine students and prepare written or oral parts of examinations
- They carry out consultancy activities for students
- They sit on examination committees
- They solve partial research tasks/publications, especially for educational purposes

Qualification requirements:

- Achieving a PhD / Dr / CSc degree in the field, or achieving comparable status abroad. Attestation - at least 5 years of teaching experience with frontal teaching of subjects of common study basis, at least 5 years of teaching experience after defending the dissertation.

Salary group	**A5**
Work position	**Lector II**

Corresponds to the classification of European Framework for Research Careers: ***R2 – Recognised Researcher***

- *Researchers with a PhD or equivalent level of competence and experience have not yet achieved a significant level of independence in developing their own research, raising funds or leading a research group.*

Activities performed:

- They give lectures and seminars in the core curriculum subjects in Czech
- They perform frontal teaching in lectures and practicals, especially in the core curriculum subjects in the academic year in the average range of min. 20 hours/week in case of 1.0 FTE (lectures are given for groups of min. 50 enrolled students, practicals are given usually for groups of min. 20 enrolled students)
- They collaborate in the creation and innovation of teaching aids and study materials

- They participate in the preparation, control and processing of written tests and examinations
- They correct written tests
- They evaluate tests, papers and student performance in the classroom
- They examine students and prepare written or oral parts of examinations
- They carry out consultancy activities for students
- They sit on examination committees
- They solve partial research tasks/publications, especially for educational purposes

Qualification requirements:

- Achieving a PhD/Dr/CSc degree in the field, or achieving comparable status abroad. At least 3 years of teaching experience with frontal teaching of core curriculum subjects.

Salary group	**A6**
Work position	**Lector III**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They teach practicals, seminars, provide consultations, practical teaching or excursions
- They conduct specialised lectures
- They collaborate in the development of teaching aids and study materials
- They participate in the processes of internationalisation of the university which are connected with educational activities (especially teaching in a foreign language, summer schools)
- They participate in the preparation and processing of written tests and examinations
- They correct tests, credit or seminar papers
- They conduct assessment of tests, papers and student performance in the classroom
- They examine students, including the preparation of the written or oral part of examinations
- They participate in research tasks and publications, especially for educational purposes, as directed
- They collaborate on the creation of other materials, translate specialised literature relevant to the needs of teaching

Qualification requirements:

- Completion of a Master's degree, or attainment of comparable status abroad. Attestation – at least 3 years of work experience after the completion of a Master's degree.

Salary group	**A7**
Work position	**Lector IV**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They teach practicals, seminars, provide consultations, practical teaching or excursions
- gives lectures
- They collaborate in the development of teaching aids and study materials
- They participate in the preparation and processing of written tests and examinations
- They participate in research tasks and publications, especially for educational purposes, as directed
- They cooperate in the creation of other materials, translate specialised literature relevant to the needs of teaching

Qualification requirements:

- Completion of a Master's degree, or attainment of comparable status abroad.

Salary group	**AV1**
Work position	**Researcher–Academic I**

Corresponds to the classification of European Framework for Research Careers: ***R4 – Leading Researcher (own group)***

- *Researchers with a PhD or equivalent level of competence and experience are recognised as leading their research by their peers.*

R3 – Established Researcher

- *Researchers with a PhD or equivalent level of competence and experience who are able to independently develop their own research, attract funding, and lead a research group.*

Activities performed:

- They carry out expert and assessment activities at national or international level
- They lead, coordinate or manage research projects or parts thereof
- They cooperate in the provision of instruction in selected subjects
- They carry out consultancy activities for students within the framework of scientific research work
- They can test students' knowledge in comprehensive examinations and provide consultation
- They can supervise students' Bachelor's and Master's theses
- They publish in impacted journals
- They carry out basic or applied research/development tasks
- They perform creative professional and scientific activities

Qualification requirements:

- Achieving a PhD/Dr/CSc degree in the field, or achieving comparable status abroad. Attestation – at least 5 years of work experience after completing the PhD. Computer proficiency.

Salary group	**AV2**
Work position	**Researcher–Academic II**

Corresponds to the classification of European Framework for Research Careers: ***R2 – Recognised Researcher***

- *Researchers with a PhD or equivalent level of competence and experience have not yet achieved a significant level of independence in developing their own research, raising funds or leading a research group.*

Postdoc

- *Postdoctoral researchers (so-called 'postdocs') are employees who have obtained a PhD or its*

equivalent abroad and no more than five years, or no more than eight years in case of grant and project calls that set out different rules, have passed since the completion of their doctoral studies. Their employment contract is usually concluded for 1 to 3 years for one, but no more than 3 consecutive periods.

- *Within their employment they participate in the implementation of a research project or grant as members of research teams under the guidance of experienced employees and publish the results of their scientific work – either independently or as part of a collaborative team. Further, they perform tasks related to basic or applied research/development, as well as other specialised and development tasks. They also carry out other activities – they participate in teaching (eg they lead seminars and practicals) and contribute to scientific and creative work.*

Activities performed:

- They carry out expert and assessment activities at national or international level
- They lead, coordinate or manage research projects or parts thereof
- They cooperate in the provision of instruction in selected subjects
- They carry out consultancy activities for students within the framework of scientific research work
- They can test students' knowledge in comprehensive examinations and provide consultation
- They can supervise students' Bachelor's and Master's theses
- They carry out basic or applied research/development tasks
- They publish in impacted journals
- They perform creative professional and scientific activities

Qualification requirements:

- Achievement of a PhD/Dr/CSc degree in the field, or comparable status abroad. User-level computer skills.

Salary group	**AV3**
Work position	**Academic Assistant I**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They perform basic or applied research tasks
- They solve professional and development tasks
- They carry out consultancy activities for students within the framework of scientific research work
- They publish in impacted journals
- They cooperate in the provision of instruction in selected subjects – especially seminars and laboratory courses
- They perform expert and assessment, creative professional and scientific activities

Qualification requirements:

- Completion of a Master's degree, or attainment of comparable status abroad. Attestation – at least 3 years of work experience after completing a Master's degree.

Salary group	**AV4**
Work position	**Academic Assistant II**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They perform basic or applied research tasks
- They carry out consultancy activities for students within the framework of scientific research work
- They solve professional and development tasks
- They publish in impacted journals
- They cooperate in the provision of instruction in selected subjects – especially seminars and laboratory courses
- They perform expert, assessment, creative professional and scientific activities

Qualification requirements:

- Completion of a Master's degree, or attainment of comparable status abroad.

SCIENTIFIC RESEARCHERS

Salary group	**V1**
Work position	**Researcher I**

Corresponds to the classification of European Framework for Research Careers: ***R4 – Leading Researcher*** *(own group)*

- *Researchers with a PhD or equivalent level of competence and experience are recognised as leading their research by their peers.*

R3 – Established Researcher

- *Researchers with a PhD or equivalent level of competence and experience who are able to independently develop their own research, attract funding, and lead a research group.*

Activities performed:

- They carry out expert and assessment activities at national or international level
- They lead, coordinate or solve research projects or parts thereof
- They carry out basic or applied research/development tasks
- They publish in impacted journals
- They perform creative professional and scientific activities

Qualification requirements:

- Achievement of a PhD/Dr/CSc degree or comparable status abroad.
  Attestation – at least 5 years of work experience after completing the doctoral studies.

Salary group	**V2**
Work position	**Researcher II**

Corresponds to the classification of European Framework for Research Careers: ***R2 - Recognised Researcher***

- *Researchers with a PhD or equivalent level of competence and experience have not yet achieved a significant level of independence in developing their own research, raising funds or leading a research group.*

Postdoc

- *Postdoctoral researchers (so-called 'postdocs') are employees who have obtained a PhD or its*

equivalent abroad and no more than five years, or no more than eight years in case of grant and project calls that set out different rules, have passed since the completion of their doctoral studies. Their employment contract is usually concluded for 1 to 3 years for one, but no more than 3 consecutive periods. They work as members of research teams under the guidance of experienced employees and publish the results of their scientific work – either independently or as part of a collaborative team.

Activities performed:

- They carry out expert and assessment activities at national or international level
- They lead, coordinate or solve research projects or parts thereof
- They carry out basic or applied research/development tasks
- They publish in impacted journals
- They perform creative professional and scientific activities s

Qualification requirements:

- Achievement of a PhD/Dr/CSc degree or comparable status abroad.

Salary group	**V3**
Work position	**Research Assistant I**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They perform basic or applied research tasks
- They solve professional and development tasks
- They publish in impacted journals
- They perform expert and assessment, creative professional and scientific activities

Qualification requirements:

- Completion of a Master's degree, or attainment of comparable status abroad. Attestation – at least 3 years of work experience after completing a Master's degree.

Salary group	**V4**
Work position	**Research Assistant II**

Corresponds to the classification of European Framework for Research Careers: ***R1 – First State Researcher***

- *Researchers doing research under supervision up to the point of a PhD or equivalent level of competence and experience.*

Activities performed:

- They perform basic or applied research tasks
- They solve professional and development tasks
- They publish in impacted journals
- They perform expert and assessment, creative professional and scientific activities

Qualification requirements:

- Completion of a Master's degree, or attainment of comparable status abroad.

Salary group	**V5**
Work position	**Research Assistant III**

Activities performed:

- They perform specialised technical work, participate in the solution of professional and development tasks

Qualification requirements:

- Completion of a Bachelor's degree or attainment of a comparable position abroad.

TECHNICAL-ADMINISTRATIVE WORKERS AND OTHER JOBS

Salary group	**B0**

Qualification requirements:

- Completion of a Master's degree. Advanced computer skills and ability to work with information systems in the relevant field of work; organisational and management skills; analytical and creative thinking; knowledge of a foreign language. 5 years of work experience in the field.

Work position	**Ombudsperson**

Activities performed:

- resolves complaints regarding bullying, discrimination, intimidation, inappropriate behaviour, unequal treatment, sexual harassment, bossing, mobbing, conflict of interest, unreasonable delays and cases where the competent authority fails to act, violations of legal regulations, including internal regulations of UCT Prague or its parts, and other similar actions directed against the person concerned, provides support and advice to persons who contact them, or refers them to the competent authorities and institutions in the given matter, contributes to the development of the internal culture of UCT Prague, draws attention to possible weaknesses in current practice and suggests potential improvements and solutions, organises seminars and other educational activities aimed at creating and subsequently maintaining a safe and fair study and work environment at the university, prepares activity reports, which are submitted to the Rector by the end of May of the relevant year, taking into account the activities for the previous year and at the same time a report on planned activities for the following period

Work position	**Head of Department**

Activities performed:

- independently carries out specialised systematic work with links to the full range of other activities; manages, coordinates and directs the systematic work of other staff; manages, conceptually and methodically leads and coordinates the activities of the department, seeks new and unconventional approaches; prepares and monitors the use of the department's budget, is responsible for the management of funds within the department's budget

Work position	**Head of Unit**

Activities performed:

- independently performs specialised systematic work with links to the whole spectrum of

other activities; manages, coordinates and directs the systematic work of other staff; manages, conceptually and methodically leads and coordinates the activities of the unit, seeks out new and unconventional procedures; prepares and monitors the spending of the unit's budget, is responsible for the management of funds within the unit's budget

Work position	**Secretary I (Chancellor)**

- manages and coordinates the activities of the Rector's Office; coordinates and systematically manages the organisational, administrative, legislative and professional activities at the level of the entire university; actively participates in the preparation of strategic documents; coordinates and secures agendas related to the meetings of the top bodies of the university, prepares documents and materials for the decision-making of the university leadership; secures the conditions for the activities of the members of the university leadership

Work position	**Secretary II**

- manages the economic activities and internal administration of the faculty to the extent determined by the Dean; methodically manages and controls the operation of the Dean's Office; prepares documents and materials for the decision-making of the faculty leadership; ensures the conditions for the activities of the members of the faculty leadership

Work position	**IT specialist 0**

- provides administration of the computer system; methodically directs users, defines their problems and their solutions with all participants in the system administration, for example with the administration of database operating systems, network environment, or with suppliers

Work position	**Project Specialist**

- manages a project that is specific in its professional significance or financial scope, and which usually consists of partial sub-projects; manages the project in all its phases; coordinates work procedures and continuity of activities in individual tasks; analyses and manages project risks; controls adherence to the work schedule, project outputs and their acceptance by the stakeholders; reports on the status of project implementation within and outside the university

Work position	**Computer Centre Manager (CC)**

- manages the activities of the CC in accordance with the CC activity plan; represents the CC in negotiations within and outside the university; is responsible for the management of the CC and for the administration and protection of the CC's property; takes care of the provision of the CC's physical equipment, provides the basis for the preparation of public procurement and contractual relations; manages, coordinates and directs the system work of other employees; manages, conceptually and methodically leads and coordinates the activities of the CC

Work position	**Head of the Centre of Information Services (CIS)**

- manages and coordinates specialised and other work within the CIS; introduces new procedures, monitors and evaluates change processes; prepares conceptual and methodological documents and strategies for the purpose of specialised, personnel and financial management of the CIS and ensuring its development; provides statistical and other supporting documents on the activities of the CIS as well as expert opinions for the needs of decision-making processes in the university leadership

Work position	**Director of Technopark Kralupy (TPK)**

- manages and is responsible for the research, innovation and other activities of the TPK; to the extent determined by the Rector, acts on behalf of UCT Prague; the powers and duties of the

TPK Director are regulated in detail by the internal regulation 'Statute of Technopark Kralupy of the University of Chemistry and Technology'

Salary group	B1

Qualification requirements:

- Completion of a Master's degree. Advanced computer skills and ability to work with information systems in the relevant field of work; analytical and creative thinking; organisational and management skills. Required work experience: 0–4 years in the field; in the absence of the required level of education, a minimum of 3 years of proven experience in the field is required

Work position	**IT Specialist I**

- hardware and software administrator, is responsible for installation, configuration and other specialised activities related to the deployment of new HW and SW, including necessary changes in the IS infrastructure of UCT and integration at the system level with other systems of UCT Prague. They also ensure compliance with all security settings from the perspective of cybersecurity

Work position	**General Practitioner**

- provides health services to registered patients on the basis of contractual relations with health insurance companies and to self-pay patients; ensures the provision of occupational health and other related services for university employees; carries out supervision at workplaces in accordance with Act No. 258/2000 Coll.

Work position	**Lawyer**

- provides professional oral and written legal support to all organisational units of the university; participates in the development of internal regulations of the university and faculties; ensures compliance with legal rules and procedures in the university's sub-activities; prepares written documents and is responsible for the legal agenda in the scope of the university and its activities

Work position	**Specialist I**

- performs specialised and systematic work, solves tasks independently, coordinates and directs their planning within the organisational assignment; proposes effective methods of optimisation and process improvement; cooperates in the development of management documents within the organisational assignment; provides methodological support in the given area of competence

Work position	**Head of Department I**

- independently carries out specialised systematic work with links to the full range of other activities; manages, coordinates and directs the systematic work of other staff; manages, conceptually and methodically leads and coordinates the activities of the department, seeks new and unconventional approaches; prepares and monitors the use of the department's budget, is responsible for the management of funds within the department's budget

Work position	**Head of Unit I**

- independently performs specialised systematic work with links to the whole spectrum of other activities; manages, coordinates and directs the systematic work of other staff; manages, conceptually and methodically leads and coordinates the activities of the unit, searches for new and non-traditional procedures; prepares and monitors the spending of the unit's budget, is responsible for the management of funds within the unit's budget

Work position	**Head of Internal Audit Department (IAD)**

- provides independent and objective review and evaluation of the university's operations and internal control system, makes recommendations for improvement; provides consultancy and other tasks arising from the Financial Control Act

Work position	**Data Protection Officer**

- carries out expert, consultative, coordinating and advisory activities in matters relating to the protection of personal data and also provides methodological guidance in the type and individual processing of personal data

Work position	**Head of Central Laboratories (CL)**

- manages and coordinates the operations and activities of the CL; is responsible for material requirements and orders; is responsible for the development and adherence to standard laboratory procedures; manages, coordinates and directs the system work of other CL staff; manages, conceptually and methodically leads and coordinates the activities of the CL

Work position	**Head of Accounting Department (FÚ)**

- manages, conceptually and methodologically leads and coordinates the activities of the FÚ and its staff; accounts for the entire accounting, tax, subsidy and contribution clearance section; prepares statistical reports; performs annual accounts completion operations; prepares supporting documents for tax returns; prepares supporting documents for the audit of the financial statements; performs documentary inventories, prepares inventory lists

Work position	**Head of Payroll Office (MÚ)**

- manages, conceptually and methodologically leads and coordinates the activities of the MÚ; checks the accuracy of accounting records; checks and closes the documents for payroll calculation; performs closing operations and payroll settlements at the level of the entire UCT Prague; prepares documents for payroll records; keeps analytical records of the liabilities of the UCT Prague towards employees

Salary group	B2

Qualification requirements:

- Bachelor's degree or higher vocational education or post-secondary or specialised post-secondary education; advanced computer skills and ability to work with information systems in the relevant field of work; analytical and creative thinking; organisational skills. Required work experience**:** 0–4 years, in the absence of the required level of education, a minimum of 2 years of proven experience in the is required

Work position	**IT Specialist II**

- manages databases, information systems and applications; collaborates on IT security; provides user support; collaborates on CC projects

Work position	**Specialist II**

- performs specialised and system work, independently solves tasks, coordinates and directs their planning within the organisational assignment; proposes effective methods of optimising and improving processes; cooperates in the creation of management documents within the organisational assignment; provides methodological support in the given area of competence

Work position	**Head of the Metrology and Testing Laboratory (MTL)**

- manages the MTL, coordinates the activities provided by the MTL; performs tests, analyses, manages documentation; participates in the development and quality improvement of the MTL; manages the purchase of materials and new equipment necessary for the operation of the MTL

Work position	**Head of Department II**

- independently performs specialised systematic work; directs, coordinates and directs the systematic work of other staff; manages the activities of the department; prepares and monitors the use of the department's budget, is responsible for the management of funds within the department's budget

Work position	**Head of Unit II**

- independently performs specialised systematic work; directs, coordinates and directs the systematic work of other staff; manages departmental activities; prepares and monitors the use of the unit's budget, is responsible for the management of funds within the unit's budget

Salary group	B3

Qualification requirements:

- Completion of full secondary general/vocational education, or completion of higher vocational education or post-secondary or specialised post-secondary education; advanced computer skills and ability to work with information systems in the relevant field of work. Required work experience: 0–4 years, in the absence of the required level of education, a minimum of 2 years of proven experience in the field is required

Work position	**IT Specialist III**

- provides administration of application sub-modules, performs analytical activities, creates user manuals and guides, provides standard outputs for users and user support, performs fault administration in the system

Work position	**Coordinator of Teaching and Learning Centre (VSC)**

- is responsible for and cooperates in the organisation of studies in accredited study subjects and continuing education courses at the University Centre, promotes the activities of the University Centre, helps in the organisation of excursions and student internships, cooperates with primary and secondary schools in terms of promoting the study of chemistry; building management

Work position	**Independent officer**

- carries out specialised and administrative activities in the area of work performance, carries out consultancy activities within the framework of the entrusted agenda, cooperates in the development of methodological procedures and regulations, creates forms and instructions for employees, carries out analytical and control activities, cooperates with state administration bodies, maintains relevant documentation

Work position	**Secretary I**

- performs administrative work, operates office equipment, is responsible for office supplies, archives documents, manages incoming and outgoing mail, including electronic mail, creates reports, maintains supervisor' schedule, prepares documents and papers for supervisor

Work position	**Glassmaker I**

- carries out demanding glassblowing work, makes laboratory instruments according to

drawings or patterns brought in, carries out grinding work, repairs and adjustments of laboratory instruments, works with quartz glass

Work position	**Technician I**

- independently ensures laboratory and semi-operational work according to the framework instructions, performs laboratory tests and analyses, performs analyses of a technical nature, operates chemical and chemical-technological processes, monitors and records the results of measurements and tests, ensures sampling, cleaning, and maintenance of technical equipment, performs simple repairs, maintains relevant documentation
- Certification according to the relevant internal standard is required for this position

Work position	**Workshop manager (glass)**

- manages the work of the workshop employees, handles orders and invoices, ensures the administrative operation of the workshops, monitors the economy of the workshops, prepares reports on orders performed

Work position	**Head of Dormitory (AUF)**

- responsible for the running of the dormitory in cooperation with the accommodation and reservation department, manages the cleaning of the building, cooperates with the technical department in the provision and coordination of maintenance, manages the work of receptionists and dorms managers, creates schedules and service plans

Work position	**Nurse**

- provides nursing care, participates in preventive, curative, diagnostic, rehabilitative, palliative and emergency or dispensary care in collaboration with a physician. Arranges, orders and supervises occupational medical examinations. Maintains paper and digital medical records, checks insurance status of patients according to insurance card, prepares charts for daily surgery. Orders vaccines and checks expiration dates. Orders medical supplies

Work position	**Nanny**

- is responsible for activities aimed at acquiring knowledge, skills and habits of children according to the care plan and education of the daycare centre, supervising the children during their stay, participating in in the development of weekly activity plans, provides basic activities for the children's stay and meals in the daycare centre

Work position	**Head of Daycare Centre (DK Zkumavka)**

- manages and secures the operation of the daycare centre, the work of the nannies, evaluates the performance of individual nannies, supervises and coordinates the booking of children's stay, keeps records of children and their attendance, creates reports, communicates with parents, evaluates and ensures adjustments to the operating rules, code of ethics and educational programme, updates the website of the centre, prepares and approves weekly activity plans, supervises children during their stay

Salary group	B4

Qualification requirements:

- Completion of full secondary general/vocational education or completion of secondary vocational education culminating in an examination. Good computer skills. Required work experience: 0–3 years

Work position	**Mechanic**

- performs work in the field of toolmaker and mechanic according to drawing documentation.

Independently determines technological procedures in the production of parts, assemblies and recovery of functional units. Works on basic machine tools, including digital, microprocessor-based accessories and their programming, does grinding work

Work position	**Maintenance worker**

- performs carpentry, plumbing, painting, locksmith, electrical and other work

Work position	**Officer**

- performs administrative work, prepares and processes documentation, ensures archiving of documents, performs partial specialised or technical work

Work position	**Secretary II**

- performs administrative work, operates office equipment, is responsible for office supplies, archives documents, communicates with employees and students, manages incoming and outgoing mail, including electronic mail

Work position	**Warehouseman I**

- carries out the receipt, control, storage and dispensing of goods received at the warehouse, ensures the registration, receipt and dispensing of pressure vessels in the central warehouse, monitors the turnover of goods, ensures the operation of the warehouse, checks the accuracy of data in the system, ensures the registration of pressure vessels in the relevant system

Work position	**Glassmaker II**

- manufactures technical glass products, eg test tubes, capillaries, glass pipes, fittings, performs fire sealing of products including fire setting; performs setting, treatment, maintenance and minor repairs of glass machinery and equipment

Work position	**Technician II**

- independently performs laboratory and semi-operational work according to instructions, performs laboratory tests and analyses, performs technical analyses, operates chemical and chemical-technological processes, monitors and records the results of measurements and tests, performs sample collection, cleaning, maintenance of technical equipment, performs simple repairs, maintains relevant documentation

Work position	**Hostel manager**

- participates in the accommodation, moving in and out of students, signs accommodation contracts and room itineraries handover, maintains the laundry store, keeps records of keys and their control, orders minor cleaning materials for students' rooms, ensures the reporting of defects in the building to maintenance, checks repairs, takes inventory of property according to inventory lists, maintains the cash register and is responsible for the correct accounting of funds

Salary group	B5

Qualification requirements:

- Completion of full secondary general/vocational education or completion of secondary vocational education culminating in an examination. Good computer skills. Required work experience: 0–2 years

Work position	**Mechanic II**

- carries out inspection, maintenance, repair and adjustment work as instructed; performs mechanical work – manufacture and assembly of laboratory instruments and equipment; performs assembly, adjustment and verification of assemblies

Work position	**Maintenance worker II**

- carries out the removal and sorting of separated waste, cleaning around the collection containers, cleaning of snow and gritting on access roads, cleaning of building stairs, cleaning of grass areas, minor moving activities

Work position	**Driver I**

- drives a road motor vehicle, carries out loading and unloading of transported material, ensures planning and implementation of repairs of the fleet, purchase of spare parts, carries out maintenance and repair work of a mechanical nature, handles orders, delivery notes and takes over goods, maintains the accounting agenda in the monthly accounting of kilometres driven and consumed, keeps books, carries out PC work associated with road transport, passenger transport

Work position	**Warehouseman II**

- receiving, controlling, storing and dispensing goods received in the warehouse, keeping appropriate records, monitoring the stock and ensuring its optimisation

Work position	**Technician III**

- performs simple auxiliary, preparatory, service and handling work in and outside the laboratory as instructed, operates simple machinery and equipment, maintains and cleans laboratory equipment

Salary group	B6

Qualification requirements:

- Completion of full secondary general/vocational education or completion of secondary vocational education culminating in an examination. Good computer skills. Required work experience: 0–2 years

Work position	**Filing Office worker**

- ensures the operation of the filing service in accordance with the applicable legislation, receives and forwards incoming and outgoing mail, including inter-company mail to individual workplaces and outside the organisation

Work position	**Maintenance worker III**

- carries out cleaning work in buildings with designated washing equipment, ensures the removal of separated waste, empties waste bins, carries out cleaning work according to the cleaning schedule

Work position	**Driver II**

- drives a road motor vehicle with a total weight of up to 3.5 t, ensures the transport of passengers and consignments, checks the vehicle components including its maintenance, carries out minor repairs and installation of spare parts, keeps logbooks

Work position	**Receptionist (AUF)**

- performs functions related to the operation of the student dormitory reception, maintains records of tangible and intangible property entrusted to them, keeps written records of loans and safekeeping of entrusted items, collects and records cash for services and goods

Work position	**Operator of thermal equipment**

- performs work related to servicing of heat exchanger stations and boiler rooms in the

buildings of UCT Prague; participates in repairs of equipment carried out by the service organisation, independently performs minor repairs; performs venting of the system as required; is responsible for the production of distilled water in the required quantity; checks the operation of the air handling units connected to the heat exchanger system; cooperates with all workers ensuring the operation of heat exchanger stations and boiler rooms

Work position	**Driver III**

- drives a road motor vehicle with a total weight of up to 3.5 t, transports passengers and consignments, checks vehicle components including maintenance, carries out minor repairs and installation of spare parts, processes records and reports associated with this work activity

Work position	**Training and Recreation Facility Manager (URF–AUF)**

- performs services and activities closely related to the proper operation of the training and recreational facility, is responsible for accommodation for guests on the basis of a recreational voucher issued by the UCT – AUF, ensures the economical and safe operation of the building and its inventory, performs routine maintenance work and identifies major repairs; keeps appropriate records, maintains a cash diary, ensures order and compliance with accommodation regulations
- is responsible for the proper technical condition of the facilities of the Běstvina Summer Camp Base, order, cleanliness, minor repairs and maintenance, checks and requires compliance with security measures in the facilities and the surrounding area related to them, records of accommodated guests and sending lists to the reservation department for invoicing or payment, administration and records of key management of entrusted facilities, keeping required operational records and house logbooks of accommodated guests

Work position	**Receptionist**

- controls the passage of incoming and outgoing persons into the buildings, registers visitors, handles the entrance gate when visitors, students and staff enter or leave, provides information, provides keys, handles phone calls, monitors the building security and conducts rounds of the buildings, cooperates with OHS staff

Qualification requirements:

Salary group	B7

- Completed primary education or completed secondary vocational education without final examination. Basic computer skills. Required experience: 0–1 year

Work position	**Cloakroom Attendant**

- performs work related to the receipt and issue of clothes and hand luggage in the cloakroom, ensures the sale of promotional items and related stock control, ensures the cash transfer to the cash desk

Work position	**Cleaner**

- performs routine cleaning of assigned areas, ie sweeping and mopping floors, polishing floors, taking out trash, disinfecting and dusting, cleaning windowsills, mirrors, partitions or glass walls

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