



We are opening the recruitment procedure for one of ORLEN Group companies operating outside of Poland for the position of :

EXECUTIVE DIRECTOR

You will be responsible for:

- ▶ managing and supervising the company's activities as part of the Management team
- ▶ creation and implementation of the company's strategy
- ▶ ensuring the development of the company
- ▶ supervision of the key performance indicators
- ▶ effective cooperation within the ORLEN Group

You may be a candidate if you meet all of the following conditions:

1. you have a higher education degree (i) achieved at eligible university operating within the system of higher education of a member state of the European Union, Organization for Economic Co-operation and Development or European Free Trade Association – party to the agreement on the European Economic Area (ii) recognized as equivalent to the higher education degree achieved in Republic of Poland pursuant to an international agreement or (iii) recognized as equivalent to the higher education degree achieved in Republic of Poland in the way of nostrification proceedings carried out in Republic of Poland
2. you've been employed for at least 5 years on the basis of an employment agreement, appointment, election, nomination, cooperative employment agreement, or has been providing services under a different type of agreement or has been performing business activity on its own account
3. you have at least 3 years of experience at managerial or independent positions or experience resulting from performing business activity on its own account
4. you meet requirements other than those referred to in items 1-3 specified in applicable generally binding legal regulations, in particular – you do not violate restrictions or prohibitions on holding the position of a member of the management body in commercial companies

Your application must include:

- ▶ CV and covering letter
- ▶ declarations on:
 - ▶ exercising all public rights,
 - ▶ having capacity to make acts in law,
 - ▶ not being subject to restrictions or prohibitions stipulated by the provisions of law to take the position of a member of the management board in commercial companies
- ▶ copies of documents confirming:
 - ▶ completion of university studies,
 - ▶ at least 5 years of professional experience of the candidate,
 - ▶ at least 3 years of experience at managerial or independent positions or experience resulting from performing business activity on its own account,
 - ▶ additional skills (for example references, recommendations, certificates)
 - ▶ current information from the Polish Criminal Record on no criminal record (issued not earlier than 2 months before the time limit lapse for submission of applications in the recruitment procedure for the position of the Executive of the Company) and a certificate of 'no criminal record' obtained from the competent authorities of the actual country of residence with a certified translation into Polish or English
- ▶ declaration on meeting all of the requirements for a Member of the Management Board of set in requirements for candidates (clause 1-3 above) specified in Article 22 of the Act of 16 December 2016 on the Principles of State Property Management (Polish Journal of Laws of 2018, item 1182 with later changes)
- ▶ declaration and information on the offices held in the bodies of other entities
- ▶ consent for being elected to the position of the member of the Board of Directors in ORLEN Group company operating outside of Poland
- ▶ consent to the processing of personal data with the following content: "I grant my consent that the shareholder of ORLEN International Trading (Suzhou) Co., Ltd. will share my personal data contained in the application with PKN ORLEN S.A. for the purposes of the recruitment procedure for the position of the Executive Director in ORLEN Group outside of Poland. The data will be processed in accordance with the General Data Protection Regulation (GDPR)"
- ▶ declaration on being informed about processing of personal data (stated below) *

We expect from you:

- ▶ experience in managing large teams
- ▶ knowledge of the market on which the company operates
- ▶ skills of working under time pressure and in crisis situations
- ▶ English language skills at a level that enables direct business contacts
- ▶ possessing additional skills, such as: ability to build commitment, engagement and motivation in the team, highly developed interpersonal skills, organizational and ethical and decision-making skills

You may NOT be a candidate if you meet at least one of the following conditions:

- ▶ you act as an assistant to the member of the parliament or are employed in a parliamentary office, senatorial office, parliamentary-senator's office or a European Parliament member's office under a contract of employment or provide work on the basis of a contract of mandate or other agreement of similar nature
- ▶ you are member of the body of a political party representing the political party towards third parties and authorized to incur liabilities on behalf of the political party
- ▶ you are employed by a political party on the basis of an employment contract or provide work on the basis of a contract of mandate or another agreement of similar nature
- ▶ you perform the elected function in the trade union organization or in the trade union organization of a company being a member of the ORLEN Capital Group
- ▶ your social or business activity causes a conflict of interest in relation to the Company's operations
- ▶ you carry out a business activity within a scope of business of the Company (even if to the benefit of other persons) or intermediate business with the Company for a third person
- ▶ you are a member of statutory body or a person in a similar position in other legal entity, unless such entity is a member of ORLEN Capital Group
- ▶ you participate in a business activity of other corporation as a member with unlimited liability or as a person controlling other person with the same or similar scope of business

Copies of originals of documents confirming qualifications of a candidate may be certified by the candidate. In the case stipulated in the preceding sentence, during the interview, the candidate shall be obliged to submit originals or official copies or notary public certified documents confirming qualifications of a candidate that were previously confirmed by the candidate at the stage of application, under the pain of exclusion from the further recruitment procedure. Candidatures that do not meet the requirements provided for in the announcement shall be rejected.

The deadline for accepting the applications is **18.06.2020**. Applications of candidates for the Executive submitted after the specified deadline shall not be subject to consideration and evaluation.

Applications sent by the candidate for the Executive will be destroyed after 2 (two) months after closing the recruitment process.

The sole shareholder of the Company shall reserve the right to terminate the recruitment procedure without selection of a candidate / candidates at any time without specifying its reason.

If you're interested - send your application, containing all the required attachments, to:

rekrutacja.gk@orlen.pl

placing „The Executive Director ORLEN Group company outside of Poland” in the e-mail subject.

* The Area of the Executive Director of Human Resources of PKN ORLEN S.A. informs about processing of personal data and the possibility of exercising candidates' rights as the data subject to the terms and conditions set by legal regulations for the protection of personal data (GDPR), in particular the right: to access to personal data; to the correction of inaccurate and supplementation of incomplete personal data; to the deletion of personal data if the personal data is no longer required for the purpose for which they were collected or otherwise processed, or should he/she discover that they were processed unlawfully; to the restriction of personal data processing; to data portability; to raise an objection following which the processing of personal data will be discontinued unless it is demonstrated that there are serious legitimate reasons for processing that override the interests of the Candidate or his/her rights and freedoms, in particular, reasons related to the establishment, exercise or defense of legal claim; to submit a complaint to the Personal Data Protection Authority.