



ORLEN Service Česká republika s.r.o is a newly founded company in the Czech Republic belonging to the Orlen Serwis capital group. ORLEN Service Česká republika s.r.o will take over the activities of the branch of ORLEN Serwis currently operating on this area at the beginning of 2020. The company is backed by a long-term experience in the maintenance of industrial installations, handling of devices and installations, renovations, diagnostic and measuring services. ORLEN Service Česká republika s.r.o. realizes services in automatic, mechanical, electrical sectors as well as vortex machines.

We are opening the recruitment procedure for the position of

MEMBER OF THE MANAGEMENT BOARD

valid till: December 19th 2024

The person holding the position of Member of the Management Board will be responsible for

- managing and supervising the company's activities within the collegial management board
- creating and implementing the company's strategy
- facilitating the company's development
- defining and implementing optimization initiatives
- supervision of the key performance indicators
- cooperating within ORLEN Group and ORLEN Unipetrol

Expectations

- managerial competencies in business management
- professional experience in the energy industry
- knowledge of the market in which the company operates
- ability to set and achieve strategic business goals
- organizational, communication and teamwork skills within complex management teams
- fluent English

A candidate for the position should meet the following requirements:

- Hold a higher education degree or a higher education degree obtained abroad, recognized in the Republic of Poland in accordance with separate regulations. An MBA degree or relevant certifications would be an additional asset
- Have at least 5 years of employment based on a contract of employment, appointment, election, nomination, cooperative labor contract or provision of services under another agreement or conducting business activities on their own account
- Have at least 3 years of experience in managerial or independent positions, or gained from conducting business activities on their own account
- Meet other requirements, not listed in points 1-3, as defined by separate regulations, and in particular, not violate restrictions or prohibitions on holding the position of a member of the management body in commercial companies
- Enjoy full civil and political rights
- Have full capacity to perform legal acts
- Not be subject to restrictions or prohibitions, as defined by law, on holding the position of a member of the management board in commercial companies

A candidate for the position cannot be a person who meets at least one of the following conditions:

- Holds the function of a social collaborator or is employed in a parliamentary, senatorial, parliamentary-senatorial or Member of the European Parliament's office based on a contract of employment or provides work based on a mandate contract or other contract of a similar nature
- Is a member of an organ of a political party representing the party externally and authorized to incur obligations
- Is employed by a political party based on a contract of employment or provides work under a mandate contract or other contract of a 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
- Holds an elected position in a trade union organization at the workplace or in a trade union organization of a company within the capital group
- Their social or professional activity creates a conflict of interest with the company's activities

The applications submitted by candidates must include:

- A résumé (CV) and covering letter
- Declarations about:
 - having full capacity to perform legal acts,
 - enjoying full civil and political rights,
 - not being subject to restrictions or prohibitions, as defined by law, on holding the position of a member of the management board in commercial companies
 - having read the information clause* regarding personal data protection
- Originals or copies of documents confirming:
 - completion of higher education,
 - at least 5 years of employment as mentioned above,
 - at least 3 years of experience in managerial or independent positions, or gained from conducting business activities on their own account,
 - additional skills (e.g., references, recommendations, certificates)

Copies of documents confirming the candidate's qualifications may be certified by the candidate. In this case, during the job interview, the candidate is required to present the originals or official copies of the documents certified by themselves, under penalty of being excluded from further qualification procedures.

- A current certificate from the National Criminal Register confirming no criminal record, in paper or electronic form (issued no earlier than 2 months before the deadline for submission)
- A candidate's declaration regarding whether there are any criminal or fiscal-criminal proceedings pending against them
- A declaration confirming the candidate has read the information clause* regarding personal data protection

Interested individuals are requested to send their applications along with the required documents to the following e-mail address:

katarzyna.markowska@orlen.pl

Please include the following in the e-mail subject line: "Qualification procedure for the position of Member of the Management Board at ORLEN Service Česká republika s.r.o".

* INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA OF PERSONS PARTICIPATING IN RECRUITMENT PROCESSES (EMPLOYMENT, APPRENTICESHIP, INTERNSHIP)

1. DATA CONTROLLER

The data controller of your personal data is ORLEN Serwis S.A. with its registered office in Plock, 09-411, ul. Chemików 7. Contact phone numbers for the data controller: (24) 256 67 76, (24) 256 98 15. You can also contact the data controller by:

- by sending an e-mail to the following address: daneosobowe.serwis@orlen.pl
- by post to the following address: 09-411 Plock, ul. Chemików 7

2. PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

Your personal data is processed for the following purposes:

- conducting the recruitment process, including accepting applications and selecting candidates
- verifying the qualifications and skills necessary for the position you are applying for
- conducting skills tests and/or questionnaires if you consent
- conducting future recruitment processes if you consent
- handling correspondence with you, conducting surveys on your satisfaction with the recruitment process, internal administrative purposes such as personnel management, statistical reporting, service, and handling and defending against claims.

Legal bases for data processing:

- Article 6(1)(b) of the GDPR (data necessary to take actions before entering into a contract)
- Article 6(1)(c) of the GDPR (data resulting from Article 22 § 1-2 of the Polish Labor Code)
- Article 6(1)(a) of the GDPR (consent to processing data that is not required by the Polish Labor Code) (additional data)
- Article 6(1)(f) of the GDPR (consent to processing data in other recruitment processes)
- Article 6(1)(f) of the GDPR (legitimate interest of ORLEN S.A. in conducting correspondence with the candidate, surveying satisfaction with participation in the recruitment process, service, handling, and defending against claims).

In the event that you consent to PKN ORLEN Serwis S.A. conducting tests and/or questionnaires during the recruitment process, the legal basis for processing will be Article 6(1)(a) of the GDPR. You have the right to refuse to participate in the test and/or questionnaire, which will not affect the recruitment process but will prevent ORLEN Serwis S.A. from obtaining additional information about you.

If the position you are applying for requires a certificate of no criminal record, in accordance with applicable legal regulations, ORLEN Serwis S.A. will require you to provide a certificate of no criminal record from the National Criminal Register (legal basis: Article 6(1)(c) of the GDPR).

3. DATA RECIPIENTS

Your personal data may be shared with entities cooperating with ORLEN Serwis S.A., which have been entrusted with services related to data processing, such as IT system and service providers, and entities supporting ORLEN Serwis S.A. in recruitment processes. The entities referred to above process data based on contracts concluded with ORLEN Serwis S.A.

4. DATA RETENTION PERIOD

Your personal data collected during the recruitment process will be processed for as long as necessary to complete the recruitment process, but no longer than 12 months from the date the application is submitted in the given recruitment process, or until you withdraw your consent or submit an objection to the processing of data for the purposes of pursuing the legitimate interests of ORLEN Serwis S.A. If you have given additional consent for your personal data to be used for future recruitment purposes, this data will be processed for 12 months from the date the application is submitted or until you withdraw your consent. If your application is used in a future recruitment process, your data will be processed for the period specified in the first sentence.

5. RIGHTS OF DATA SUBJECTS

You have the following rights related to the processing of your personal data:

- Right to withdraw consent – you may withdraw any consent at any time, e.g., in writing to the address of the data controller mentioned in point 1, or by e-mail to the following address: daneosobowe.serwis@orlen.pl. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.
- Right of access to personal data
- Right to request correction of personal data
- Right to request deletion of personal data
- Right to request restriction of personal data processing
- Right to object to data processing on grounds relating to your particular situation – in cases where personal data processing is based on the legitimate interest of the data controller
- Right to data portability – the right to receive your personal data from us in a structured, commonly used, and machine-readable format. You may send this data to another data controller or request us to send your data to another controller. However, we will only do so if such transfer is technically feasible. The right to data portability only applies to data that we process based on a contract with you or your consent.

6. RIGHT TO LODGE A COMPLAINT

You have the right to lodge a complaint with the President of the Personal Data Protection Office.

7. INFORMATION ABOUT THE REQUIREMENT TO PROVIDE DATA

Providing your personal data, to the extent required by Article 6(1)(b) and (c) of the GDPR, is necessary for you to participate in the recruitment process. Providing other data is voluntary.

By using the "Apply" button, you directly acquire the data and consent to your personal data being processed by ORLEN Serwis S.A., with its registered office at 09-411 Plock, ul. Chemików 7, which is not required by law and is included in the application documents (cover letter, CV, recruitment form) for the purpose of conducting the recruitment process for the position specified in the job offer, or internship or apprenticeship.

ADDITIONAL INFORMATION: 1. ORLEN Serwis reserves the right to contact selected candidates only. 2. Submitted application documents will not be returned. 3. In the event that, during the recruitment process, a justified suspicion arises regarding an actual or potential violation of law as outlined in the Act of 14 June 2024 on Whistleblower Protection, which has occurred or is likely to occur at ORLEN Serwis S.A., we inform you that you have rights as specified in the Whistleblower Protection Policy within ORLEN Serwis Group, which can be found under: Documents and Certificates (orlen.pl) You may withdraw the above consent at any time in writing to the data controller at ORLEN Serwis S.A., 09-411 Plock, ul. Chemików 7, with a note saying "Data Protection Officer" or by e-mail to the following address: daneosobowe.serwis@orlen.pl.

The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.