



The Rector of the Hungarian University of Agriculture and Life Sciences (MATE),

under the provisions of the Organizational and Operational Regulations, and Section 31 (10) of the Employment Requirements,

is inviting interested parties to submit applications for the position of

DIRECTOR OF INSTITUTE

at the Institute for Foreign Languages.

Duration of the legal relationship:

The term of office of the Director of Institute is for a definite period of up to five years, with the condition that the Rector, being the employer, is unilaterally entitled to revoke the senior manager position during the fixed term appointment.

Type of employment:

In addition to the position of lecturer / researcher / professor at the Hungarian University of Agriculture and Life Sciences, the Director of Institute performs the managerial roles and responsibilities specified in Section 63 of the Organizational and Operational Regulations which belong to the use of the term of "Director of Institute".

Location:

1118 Budapest, Szüret u. 2-18, Hungary

Responsibilities of the Director of Institute:

- Manage and oversee the educational and research activities at the institute, supervise all study programmes/trainings related to the institute,
- Initiate the launch and termination of study programmes, considering the proposals of the Institute Council, with the approval of the competent Campus Director General,
- Initiate changes of the organizational structure of the institute – Prepare the institute development plans,
- Explore funding and tender opportunities, initiate the submission of applications to the relevant Campus Director General, professionally coordinate project/tender applications,
- Manage enrolment activities at the institute level,
- Supervise the management of the institute, monitor the revenues and expenses related to the institute, implement responsible management in the institute,
- Manage institute-level procurement and investments within the specified financial commitment limit and budgetary framework.

The detailed job description of the Director of Institute is contained in Section 63 of the Organizational and Operational Regulations of the Hungarian University of Agriculture and Life Sciences.

Eligibility criteria:

- University qualification,
- Conducting the declaration of assets procedure,
- Having a full-time lecturer / researcher / professor employment at the Hungarian University of Agriculture and Life Sciences, or being suitable for establishing an employment relationship at the Hungarian University of Agriculture and Life Sciences,
- At least one intermediate level (B2 level) complex (formerly known as intermediate level “C”), state-recognized or equivalent language exam,
- A clean criminal record and the proof of that the applicant is not under the scope of professional disqualification to which the managerial duties relate,
- During the five-year term of office of the Director of Institute, the applicant shall comply with the conditions for teaching / research positions set forth in Article 31 (4) of Act CCIV of 2011 on National Higher Education,
- Proficiency in Hungarian with the proviso that Hungarian citizenship is not a condition.

It is an advantage if the applicant:

- has management experience at a higher education institution.

Documentation and certificates to be submitted with the application:

The application must include the followings:

- The name of the applicant's workplace, the applicant's position and job classification,
- The applicant's plans on the management of the institute and their implementation,
- A detailed description of his / her professional, educational, scientific research work, previous management activities, professional results,
- All information and documents that the applicant considers important.

Mandatory attachments to the application:

- A detailed curriculum vitae with photo, signed by the applicant,
- Verified copies of certificates (degrees, diplomas, qualifications, foreign language skills),
- An official certificate of criminal record not older than 3 months,
- A statement giving the applicant's consent to that the persons entitled in accordance with the relevant legislation and the organizational and operational regulations of the institution can have access to his / her application package,
- A statement of commitment to make a declaration of assets,
- If the applicant is not an employee of the University, a statement that he / she agrees to establish employment relationship with the University if the application is successful.

Remuneration:

The Director of Institute is entitled to a special allowance for performing additional managerial tasks, which the Rector is entitled to determine.

Place and date of publication of the call for applications:

Website of the Hungarian University of Agriculture and Life Sciences, 9th April 2021

Deadline for receipt of the application: 24th May 2021

If you require any further information on the call for application, please contact Mrs Nóra Dóczi-Lencsés, HR Director, at 06-28-522-002.

Starting date of performing managerial duties:

The position of the Director of Institute can be held after the successful closing of the call, from a date specified in the mandate issued by the Rector.

How to submit applications:

Applications have to be submitted by post, to the address of the Hungarian University of Agriculture and Life Sciences (2100 Gödöllő, Páter Károly utca 1.). On the envelope, please indicate the application database identification number: MATE-K/832-11/2021 and the position: "Application for the position of Director of Institute of MATE Institute for Foreign Languages". Please submit the duly compiled application bound together in one original document and two copies.

The process of evaluating applications:

After the evaluation of the applications, the Rector decides on the successful application.

Gödöllő, 9th April 2021

Prof. Dr. Csaba Gyuricza

Vice-Rector for General Affairs acting in the capacity of rector
Hungarian University of Agriculture and Life Sciences