

## Lab Manager/Research Assistant position in the Laboratory of Intracellular Immunity

We are inviting applications for a Lab Manager/Research Assistant to join the Laboratory of Intracellular Immunity at the Institute of Biochemistry and Biophysics Polish Academy of Sciences in Warsaw. You will be offered the opportunity to participate in cutting edge research programme aiming to understand the molecular details of how cell-intrinsic and cytokine-enhanced immunity protects interior of the host cell against bacterial and fungal invasion, and how pathogens evade the intracellular immune system.

The newly created laboratory is led by Dr Michal Wandel, who for the previous 12 years carried out research in Cambridge, UK at the MRC Laboratory of Molecular Biology and University of Cambridge. The laboratory implements the scientific culture and research practices established in those world-leading institutes, is integrated into the EMBO Young Investigator Network, and well-funded by NAWA, NCN and EMBO.

We seek a highly motivated and independent lab manager/research assistant who will work closely with the research team, will be responsible for the smooth running of the laboratory, and have the opportunity to carry out experiments and perform creative work.

### We offer:

The position is funded by the NAWA Polish Returns programme, full-time, for 4-years (initial contract will be signed for one year and then extended until the end of the project), and available from September 2021, with the exact start date to be agreed on.

Appropriate training and development opportunities.

Salary: 80000 PLN/year (employer gross), corresponding to ~3600-4000 PLN/month net pay, with health insurance, additional 13th salary and benefits. Supplementary salary might be available from future projects.

### Main tasks:

- general support of projects and activities in the laboratory
- managing supplies: making orders and ensuring optimal stock levels, archiving documentation
- preparing and maintaining selected stock solutions and buffers for the laboratory
- assistance with grant administration: budgeting and communication with agencies
- cooperation with administrative units of the institute, e.g. HR and scientific office
- conducting molecular and cell biology experiments to assist lab needs
- assisting and training other lab members on basic research techniques and management
- maintenance and update of lab databases, writing and revision of scientific protocols

### Qualifications:

MSc or PhD degree in biology or related life science field. Good background in biochemistry and/or molecular and cell biology techniques. Strong organisational, communication skills, and team spirit. Fluency in spoken and written English and Polish. Laboratory and administrative experience will be a strong advantage.

### How to apply:

Interested candidates should send a cover/motivation letter (max 1 page), their CV including performed tasks and known research methodology, copy of diploma and list of academic grades (if available), and names and contact details of at least two referees including their direct thesis supervisor (all in a single .pdf file) to: [mwandel@ibb.waw.pl](mailto:mwandel@ibb.waw.pl) with the subject "Application for LM/RA 2021 and your first and last name".

Please include the following statement: "I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act from 29th August 1997."

Deadline: 30th June 2021, early application encouraged. We will only contact selected candidates, who will be invited for an interview (possibly on-line). We strive for gender and diversity equality and welcome applications from all backgrounds.

Lab webpage: <https://ibb.edu.pl/en/laboratory/dr-michal-p-wandel/>

Dr Michal Wandel ORCID iD: <https://orcid.org/0000-0002-5275-5881>