



NEC OTM-R Policy

Definitions

This OTM-R policy defines the general principles for the efficient implementation of the necessary steps for the recruitment, selection, and integration of researchers:

- *Recruitment* is the process aimed at attracting the most suitable candidates for vacant positions;
- *Selection* aims to select the best candidate, ensuring equal opportunity and fair treatment for all candidates who have applied for the position;
- *Integration* is the process of integrating new employees into the organization.

Recruitment and selection processes shall comply with the following principles:

- “*open recruitment*” means ensuring internal and external visibility of the recruitment announcement. Information about vacant positions is disseminated through Romanian and European communication platforms dedicated to researchers (<https://jobs.mcid.gov.ro/> and <https://www.euraxess.gov.ro/>);
- *equal opportunities and non-discrimination* – NEC rejects any form of discrimination, such as ethnic or religious beliefs or sexual orientation. Academic excellence is the only criterion, defined in relation to the specific requirements of the vacant position;
- *confidentiality* - Personal data is protected by national and European legislation. NEC fully complies with GDPR regulations;
- *objectivity and equal treatment* - decisions on the recruitment and selection of researchers are made on the basis of criteria that are applied equally and objectively to all candidates;
- *transparency* – relevant data concerning the recruitment and selection processes are public and accessible to candidates and those who are legally entitled to request them.

Vacant positions at NEC are filled by competition in accordance with national laws and internal policies, methods and procedures. The following steps and procedures will be followed:

Advertising and application phase

Announcements of vacant research positions are published on the NEC notice board, at other partner research institutions, on specialised academic job platforms (<https://jobs.mcid.gov.ro/> and <https://www.euraxess.gov.ro/>), as well as via NEC’s website and social media channels. Announcements will include the following details:

- employer and project for which the position is being created;
- duration and type of employment (part-time, on-site, etc.);
- working conditions, salary, other benefits;
- description of activities and responsibilities expected of successful candidates;
- eligibility criteria and conditions, specifying that NEC will follow OTM-R guidelines.
- application documents (application form, cover letter, etc.);
- calendar of application, selection, and results appeals.

Selection and evaluation phase

Selection committees are set up in a transparent way, according to the national legislation and institutional regulations. Inclusion of members of selection committees follows guiding principles such as:

- the members' qualifications and expertise in relation to the vacant position;
- independence and absence of conflicts of interest, with, where possible, the inclusion of outside and foreign experts;
- aiming for ensuring gender equality.

Candidates will be notified of each stage of the selection process as outlined in the announcement. Before the selection committees evaluate the application based on its academic merit, an administrative review is conducted to ensure that candidates meet all eligibility requirements.

The evaluation of applications is based on the following guiding principles:

- assessment of the candidates' academic achievements, expertise and potential;
- evaluation with both qualitative and quantitative criteria, in direct relation to the job description and expectations, also in relation to national and European documents defining necessary and desirable competences (e.g. European Competence Framework for Researchers or European Framework for Research Careers).

Announcement of results, appeals and appointments

The results of the selection are communicated to candidates according to the vacant position's calendar by email and by posting an announcement on NEC's website, in compliance with GDPR regulations.

Applicants have the right to appeal and information about how to do this is brought to their attention at the same time with the announcement of the selection results.

NEC applies the provisions of the Code of Conduct for the Recruitment of Researchers and fully complies with the principles established by the OTM-R Policy. NEC recognizes the importance of continuously updating and improving its recruitment procedures and human resources strategy.

Executive Director

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Rector

Valentina Dediu-Sandu

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