



INSTITUTE OF CHEMICAL PROCESS FUNDAMENTALS OF THE CAS

Open, Transparent and Merit-based Recruitment (OTM-R)

Institute of Chemical Process Fundamentals of the CAS, v. v. i.

Preamble

The Institute of Chemical Process Fundamentals of the Czech Academy of Sciences, v. v. i. (hereinafter referred to as the Institute), recognizes that high-quality human resources are the cornerstone of research excellence. Therefore, the Institute is committed to applying the principles of Open, Transparent and Merit-based Recruitment (OTM-R) in accordance with the European Charter for Researchers.

The objective of this OTM-R Policy is to support human resource management in line with the principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, to which the Institute subscribed in 2025.¹

Basic Principles

The Institute aims to progressively implement a recruitment and selection system based on the principles of openness, transparency, and merit. The objective is to establish a fair and consistent recruitment process that supports the attraction of outstanding researchers from both the Czech Republic and abroad, thereby enhancing the Institute's international attractiveness.

In implementing this policy, the Institute will progressively apply the following principles:

Openness

The Institute will publish information on vacant positions on its official website and, depending on the nature of the position, on appropriate national and international job portals (e.g. ResearchJobs.cz and Jobs.cz). The objective is to reach the widest possible pool of qualified candidates and ensure equal access to employment opportunities.

Transparency

Recruitment procedures will be conducted according to predefined rules and evaluation criteria. Candidates will be informed about the recruitment process, its timetable, any changes during the process, and the final outcome. The recruitment process will be documented in an appropriate manner.

Merit-based Recruitment

Candidates will be assessed primarily on the basis of their qualifications, professional and research experience, achievements, demonstrated competencies, and potential for further professional development. The evaluation will also take into account the quality of previous achievements, international experience, mobility, and other professional qualifications relevant to the position.

¹ This document uses the generic masculine as a gender-neutral grammatical form referring to persons of all genders.



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Equal Opportunities and Non-discrimination

The Institute is committed to providing a working environment based on equal opportunities. All candidates will be assessed fairly and without discrimination based on gender, age, nationality, ethnic origin, health status, religion or belief, sexual orientation, social background, or any other characteristic protected by applicable legislation.

Announcement, Conduct and Completion of the Recruitment

The Institute is committed to ensuring an open, transparent and fair recruitment process aimed at selecting the most suitable candidate based on professional knowledge, experience and potential.

Vacant positions are published on the Institute's website and, depending on the nature of the position, also on ResearchJobs.cz and Jobs.cz. Job advertisements include, in particular, the position title, a brief job description, qualification requirements, the application deadline, the list of required documents, contact details, a link to the Institute's website, and information about employee benefits.

To minimise the administrative burden on applicants, only essential application documents are required (typically a CV and a motivation letter). Each applicant receives confirmation that the application has been successfully submitted together with information about the subsequent stages and timetable of the recruitment process.

After the application deadline, the Human Resources Department verifies the formal completeness of the applications. Applications are subsequently assessed by the head of the relevant department or by a selection committee. Selection committees are established with due regard to the expertise of their members, impartiality, and the prevention of conflicts of interest. Shortlisted candidates are invited to attend either an in-person or an online interview.

Candidates are evaluated according to predefined criteria, particularly with regard to their qualifications, professional and research experience, achievements, and potential for further professional development. Career breaks or non-linear career paths are not considered disadvantages and are assessed on an individual basis.

Following the interview stage, the selection committee prepares the final evaluation and ranking of candidates. The Human Resources Department extends an employment offer to the highest-ranked candidate. Upon acceptance of the offer, the recruitment process is considered completed. The recruitment process may also be closed without selecting a candidate if no applicant meets the required criteria.

The Human Resources Department subsequently informs all candidates of the outcome of the recruitment process. Employment-related arrangements are agreed with the successful candidate, while unsuccessful applicants are informed of the reasons why they were not selected.



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