



## INTERNATIONAL EUROPEAN UNIVERSITY

---

Identification code: 42947833

### ORDER

March 25, 2025

Kyiv

No. 52/K

**On the Announcement of the  
Competition to Fill Vacant Positions  
of the Academic Staff**

According to Part 11 of Article 55 of the Law of Ukraine On Higher Education, Section 4 of the Order of the Ministry of Education and Science of Ukraine On the Approval of Recommendations for Conducting the Competitive Selection to Fill Vacant Positions of the Academic Staff and Concluding Employment Agreements (Contracts) with Them No. 1005 dd. October 3, 2015, as amended, Paragraph 3.2 of the Regulations on the Procedure of Competitive Selection to Fill Vacant Positions of the Academic Staff of International European University approved by the Academic Council of International European University dd. August 29, 2024 (hereinafter referred to as the Procedure), as well as in order to organize and conduct the selection to fill vacant positions of the academic staff,

**I HEREBY ORDER:**

1. To announce the competition to fill vacant positions of the academic staff (hereinafter referred to as the Competition) at the Private Higher Education Institution “International European University”:

**Education and Research Institute “European Business School”**

Department of Management, Finance and Business Administration:

- Head of the Department.

Department of Tourism, Social Sciences and Humanities:

- Associate Professor specializing in Psychology;

- Associate Professor specializing in Philology (English, German, Spanish).

**Education and Research Institute “European Medical School”**

Department of Fundamental, Medical and Preventive Disciplines:

- Head of the Department.

2. To approve conditions for conducting the competition to fill vacant positions of the academic staff specified in paragraph 1 hereof, as attached.

3. The Director of the HR Department:

- to publish the Order on the Announcement of the Competition to Fill Vacant Positions of the Academic Staff no later than the next working day from the date of signing the Order and the competition announcement on the official website of International European University;

- to accept and review information by individuals wishing to take part in the competition.

4. The application period for participation in the competition is 30 days from the date of publication of the announcement, and within 5 working days after the deadline for submitting applications and documents, the Competition Committee decides whether to admit applicants to the competitive selection.

5. I shall personally monitor the implementation of the Order.

**Rector**

**Oleh PADALKA**

APPROVED BY  
the Order of International  
European University  
dd. March 25, 2025  
No. 52/K

**CONDITIONS**  
**for conducting the competition to fill vacant positions of the academic staff:**  
**Head of the Department**

<b>General conditions</b>	
Job description	<p>Developing a strategy for the Department development in the relevant areas of study.</p> <p>Organizing and managing the educational, methodical, scientific, organizational, and educational work of the Department.</p> <p>Ensuring compliance with sectoral educational standards.</p> <p>Creating conditions for the development of professional qualities in students/trainees.</p> <p>Developing suggestions to improve the educational process according to the Department profile.</p> <p>Developing a quality assurance system for training specialists.</p> <p>Organizing and supervising the conduct of all types of educational activities in all modes of study.</p> <p>Analyzing the market for educational services and the labor market in the areas of specialist training at the Department.</p> <p>Developing external relationships with employers and educational authorities.</p> <p>Approving the Department's work plans and individual work plans for the Department staff, allocating teaching workloads, defining functional responsibilities, and monitoring timely and quality completion.</p> <p>Approving work schedules for the Department staff and support personnel.</p> <p>Monitoring the development of working programs for disciplines assigned to the Department, coordinating, and approving them as required.</p> <p>Controlling the quality and quantity of methodical support for disciplines taught at the Department.</p> <p>Organizing the provision of necessary and sufficient methodological materials for the courses assigned to the Department.</p> <p>Managing the preparation of textbooks, teaching aids, lecture notes, methodological guidelines, and other teaching materials for subjects assigned to the Department.</p> <p>Personally participating in the Department's scientific and methodical work as part of the Methodical Committee for the specialty, Scientific and Methodical Council of the Institute and University.</p> <p>Analyzing and discussing the results of current control activities, examination sessions, defense of final qualifying papers, and state exams at Department meetings. Developing and implementing measures to improve the organization of the educational process and enhance the quality of specialist training based on the analysis results.</p>

	<p>Recruiting and staffing the Department’s academic, research, and support staff, ensuring the rational allocation of responsibilities and fostering a positive working atmosphere.</p> <p>Organizing and managing research work within the Department profile.</p> <p>Managing the provision of services related to advanced training of employees of external organizations within the Department's areas of work.</p> <p>Planning the training of the academic staff, researchers, and advanced training of Department personnel.</p> <p>Reporting annually on the outcomes of departmental activities at Department meetings.</p> <p>Complying with the Ukrainian legislation on anti-corruption and academic integrity.</p> <p>Meeting the key performance indicators (KPIs) set for the academic year.</p>
Information on whether the appointment to the position is fixed-term or indefinite	Employment contract for 5 years
List of information required to take part in the competition and its submission deadline	<p>1) Application for participation in the competition, specifying the key motives</p> <p>handwritten application to the Competition Committee for participation in the competition registered in the register of incoming correspondence for participation in the competition to fill vacant positions of the academic staff, which is stored at the HR Department of the University;</p> <p>copy of the Ukrainian passport (pages 1,2,3,10,11) or foreigner’s identity card (for foreign citizens taking part in the competition);</p> <p>personal record sheet;</p> <p>autobiography;</p> <p>copies of diplomas of higher education, academic degrees; copies of certificates of academic titles (Associate Professor, Professor);</p> <p>copy of employment record book notarized or certified in another manner prescribed by the legislation;</p> <p>two 4x6 cm photos;</p> <p>copy of military ID card (temporary certificate);</p> <p>medical certificate in the form approved by the Ministry of Health of Ukraine;</p> <p>consent to personal data processing;</p> <p>documents on advanced training or internships within the past five years;</p> <p>State Certificate of Proficiency in the State Language issued by the National Commission on the Standards of the State Language;</p> <p>document on the level of EU language proficiency (if applicable);</p> <p>list of scientific, educational and methodical papers;</p> <p>information about professional achievements within the past 5 years (p. 38 of the Licensing Conditions for Educational Activities);</p> <p>development strategy of the Education and Research Institute, Department for 5 years (for the vacant position of Head of the Department).</p> <p>The submission of annexes to the application is not required.</p> <p>Documents are accepted until 4 p.m. on April 30, 2025.</p>
Full name, phone number, and email of	<p>Valentyna Maslova</p> <p>contact phone number:</p> <p>+380 67 141-21-219;</p>

the person providing competition details		email: hr@ieu.edu.ua.
<b>Qualification requirements</b>		
1.	Education	a higher education degree (Specialist, Master), an academic degree of PhD (Doctor of Philosophy) or Doctor of Sciences and/or an academic title of Associate Professor or Professor according to the Department profile.
2.	Work experience	at least 5 (five) years of academic experience at higher education or postgraduate education institutions with the workload of at least 0.25 of a full-time salary rate; be the author of educational and methodical papers and scientific publications published in professional scientific journals of Ukraine and/or scientific periodicals; have a personally developed five-year Department Development Strategy.
3.	Proficiency in the state language	fluency in the state language.
<b>Competence requirements</b>		
<b>Requirement</b>		<b>Requirement components</b>
1.	Setting goals, priorities, and guidelines	<ul style="list-style-type: none"> <li>- ability to plan and carry out activities;</li> <li>- ability to justify and plan a project;</li> <li>- ability to take part in University development processes;</li> <li>- ability to develop and improve educational and methodical materials;</li> <li>- ability to develop and improve educational programs as part of a group.</li> </ul>
2.	Making efficient decisions	<ul style="list-style-type: none"> <li>- ability to design the assessment of learning outcomes;</li> <li>- ability to provide feedback to students based on the assessment results;</li> <li>- ability to allocate tasks among several employees and ensure their correct understanding of the final goal and the expected outcome;</li> <li>- autonomy and initiative in making suggestions and decisions.</li> </ul>
3.	Delegation of tasks	<ul style="list-style-type: none"> <li>- ability to provide support, monitoring, and control over delegated tasks, as well as to assess the efficiency of their execution.</li> </ul>
4.	Achieving results	<ul style="list-style-type: none"> <li>- ability to see clearly the expected outcome;</li> <li>- ability to focus efforts on achieving the desired result;</li> <li>- ability to prevent and efficiently overcome obstacles.</li> </ul>
5.	Conducting business negotiations	<ul style="list-style-type: none"> <li>- ability to prepare mutually beneficial cooperation options / solutions to issues;</li> <li>- ability to identify the interests of the parties and analyze their strengths and weaknesses.</li> </ul>
<b>Professional knowledge</b>		
1.	Knowledge of the legislation	To know: Constitution of Ukraine; Laws of Ukraine: On Education; On Higher Education; On Prevention of Corruption and other legislation.
2.	Professional knowledge	<ul style="list-style-type: none"> <li>- Labor laws, the University Statute, Collective Agreement, internal regulations, and other regulatory documents of the University;</li> <li>- procedures for documentation management at the University;</li> <li>- key methods for searching, collecting, storing, processing, providing, and distributing information required for research management;</li> <li>- educational standards for relevant higher education areas and specialties; procedures for developing curricula;</li> <li>- basics of pedagogy, physiology, psychology, and methods of professional education;</li> <li>- modern teaching and educational methods;</li> <li>- methods of using educational technologies, including distance learning;</li> </ul>

	- requirements for working with personal computers and other electronic devices; basics of ecology, law, sociology; key methods for searching, collecting, storing, processing, providing, and distributing information required for research activities; methods for formalizing intellectual property rights; occupational health and fire safety regulations.
--	--

**CONDITIONS**  
**for conducting the competition to fill vacant positions of the academic staff:**  
**Associate Professor at the Department**

<b>General conditions</b>	
Job description	<p>Conducting all types of educational activities, supervising term papers and diploma projects, as well as research work (of students, trainees), specialists, and Master's students.</p> <p>Planning, organizing, and controlling the educational and methodical work for the relevant academic disciplines.</p> <p>Organizing, managing, and conducting research work according to the profile of the Department within the Education and Research Institute (ERI).</p> <p>Engaging in teaching and educational activities.</p> <p>Conducting peer observations of classes and monitoring the quality of all types of educational activities conducted by Department lecturers.</p> <p>Ensuring the implementation of curricula, the development, and execution of training programs.</p> <p>Developing working programs of academic disciplines.</p> <p>Taking part in the Department's scientific and methodical work as part of the Methodical Committee for the relevant specialty.</p> <p>Developing methodical support for taught disciplines.</p> <p>Providing methodical assistance, organizing, and planning the independent work of students, mainly Master's students.</p> <p>Participating in the promotion of scientific, technical, social, humanitarian, economic, and legal knowledge, the development of the Department's material and technical facilities, and the development of textbooks and study guides, as well as descriptions of laboratory and practical classes for taught academic disciplines.</p> <p>Continuously improving personal teaching skills, scientific level, professional level, and implementing innovative approaches to teaching and modern IT technologies etc., including timely advanced training.</p> <p>Ensuring a high scientific, theoretical, and methodical level of teaching disciplines in full accordance with the educational program of the relevant specialty and training area.</p> <p>Adhering to the norms of teaching ethics and morality, respecting the dignity of those studying and working at the University.</p> <p>Annually reporting on the outcomes of their activities at Department meetings.</p> <p>Complying with the Ukrainian legislation on anti-corruption and academic integrity.</p> <p>Performing other tasks and duties specified in the individual work plan and the Employment Contract.</p> <p>Meeting the key performance indicators (KPIs) set for the academic year.</p>
Information on whether the appointment to the	Employment contract for up to 5 years

position is fixed-term or indefinite		
List of information required to take part in the competition and its submission deadline	<p>1) Application for participation in the competition, specifying the key motives</p> <p>handwritten application to the Competition Committee for participation in the competition registered in the register of incoming correspondence for participation in the competition to fill vacant positions of the academic staff, which is stored at the HR Department of the University;</p> <p>copy of the Ukrainian passport (pages 1,2,3,10,11) or foreigner's identity card (for foreign citizens taking part in the competition);</p> <p>personal record sheet;</p> <p>autobiography;</p> <p>copies of diplomas of higher education, academic degrees; copies of certificates of academic titles (Associate Professor, Professor);</p> <p>copy of employment record book notarized or certified in another manner prescribed by the legislation;</p> <p>two 4x6 cm photos;</p> <p>copy of military ID card (temporary certificate);</p> <p>medical certificate in the form approved by the Ministry of Health of Ukraine;</p> <p>consent to personal data processing;</p> <p>documents on advanced training or internships within the past five years;</p> <p>State Certificate of Proficiency in the State Language issued by the National Commission on the Standards of the State Language;</p> <p>document on the level of EU language proficiency (if applicable);</p> <p>list of scientific, educational and methodical papers;</p> <p>information about professional achievements within the past 5 years (p. 38 of the Licensing Conditions for Educational Activities);</p> <p>development strategy of the Education and Research Institute, Department for 5 years (for the vacant position of Head of the Department).</p> <p>The submission of annexes to the application is not required.</p> <p>Documents are accepted until 4 p.m. on April 30, 2025.</p>	
Full name, phone number, and email of the person providing competition details	<p>Valentyna Maslova</p> <p>contact phone number:</p> <p>+380 67 141-21-219;</p> <p>email: hr@ieu.edu.ua.</p>	
<b>Qualification requirements</b>		
1.	Education	a higher education degree (Specialist, Master), an academic degree of PhD or Doctor of Sciences and/or an academic title of Associate Professor according to the Department profile, at least 5 years of academic experience at higher education institutions.
2.	Work experience	At least 5 years of academic experience at higher education or postgraduate education institutions with the workload of at least 0.25 of a full-time salary rate; be the author of scientific papers published in professional scientific journals of Ukraine and/or scientific periodicals.
3.	Proficiency in the state language	fluency in the state language.
<b>Competence requirements</b>		
<b>Requirement</b>	<b>Requirement components</b>	

1.	Setting goals, priorities, and guidelines	<ul style="list-style-type: none"> <li>- ability to plan and conduct classes;</li> <li>- ability to consult students;</li> <li>- ability to supervise practical training of students;</li> <li>- ability to assess the learning outcomes.</li> </ul>
2.	Making efficient decisions	<ul style="list-style-type: none"> <li>- ability to provide feedback to students based on the assessment results;</li> <li>- ability to develop and improve the content of educational components.</li> </ul>
3.	Delegation of tasks	<ul style="list-style-type: none"> <li>- ability to provide support, monitoring, and control over delegated tasks, as well as to assess the efficiency of their execution.</li> </ul>
4.	Achieving results	<ul style="list-style-type: none"> <li>- ability to see clearly the expected outcome;</li> <li>- ability to focus efforts on achieving the desired result;</li> <li>- ability to prevent and efficiently overcome obstacles.</li> </ul>
5.	Conducting business negotiations	<ul style="list-style-type: none"> <li>- ability to prepare mutually beneficial cooperation options / solutions to issues;</li> <li>- ability to identify the interests of the parties and analyze their strengths and weaknesses.</li> </ul>
<b>Professional knowledge</b>		
1.	Knowledge of the legislation	<p>To know:</p> <p>Constitution of Ukraine;</p> <p>Laws of Ukraine:</p> <p>On Education; On Higher Education;</p> <p>On Prevention of Corruption and other legislation.</p>
2.	Professional knowledge	<ul style="list-style-type: none"> <li>- Labor laws, the University Statute, Collective Agreement, internal regulations, and other regulatory documents of the University;</li> <li>- procedures for documentation management at the University;</li> <li>- key methods for searching, collecting, storing, processing, providing, and distributing information required for research management;</li> <li>- educational standards for relevant higher education areas and specialties; procedures for developing curricula;</li> <li>- basics of pedagogy, physiology, psychology, and methods of professional education;</li> <li>- modern teaching and educational methods;</li> <li>- methods of using educational technologies, including distance learning;</li> <li>- requirements for working with personal computers and other electronic devices; basics of ecology, law, sociology; key methods for searching, collecting, storing, processing, providing, and distributing information required for research activities; methods for formalizing intellectual property rights; occupational health and fire safety regulations.</li> </ul>

**Director of the HR Department**

**Valentyna Maslova**

INTRODUCED BY:

Director of the HR Department

Valentyna MASLOVA

APPROVED BY:

Head of the Legal Department

Yevhen PRIADKO

Director of the European Medical School

Oleh VOVK

Director of the European Business School

Roman HALENIN

Vice-Rector for Scientific, Educational  
and Methodical Work

Iryna BOIARKO