



Class: 100-04/24-01/0001

Ref.no.:2181-208-10502-49-24-23

Split, 17 June 2024

INSTRUCTIONS

in relation to the procedure of publishing and implementation of public calls for selection of candidates for employment at the Faculty

1. The Head of Department/ Head of organisational unit submits the proposal for publishing notice of vacancy to the Dean or the Vice-Dean responsible for human resources, in accordance with the Human Resources Management Plan and the available coefficients at the Faculty, via registry office of the Faculty (pisarnica@gradst.hr). The registry office submits the signed and registered proposal to the Head of Administrative and Legal Services of the Faculty (maja.loncar@gradst.hr).
 - *The proposal for publishing the notice of vacancy must include the composition of the expert commission responsible for implementation of the selection procedure (with mandatory inclusion of the name of the president of the commission). The composition of the expert commission for the selection of teaching staff is regulated by the Act on Higher Education and Scientific Activity. Job positions and requirements must be provided for by the Regulations on internal organisation and structure of job positions/ project.*
 - *The proposal for publishing notice of vacancy for project job positions must contain additional information: job position, requirements, necessary application documents (if additional documents are required in addition to the application, CV, Croatian Pension Insurance Institute certificate and diploma certificate), project title, employment term, full-time/ part-time employment.*
2. In accordance with the instructions given by the Vice-Dean responsible for human resources, the Head of Administrative and Legal Services initiates the procedure of obtaining consent from the University of Split and the Ministry of Science and Education (if necessary for the job position), in accordance with the Human Resources Management Plan and the Act on Higher Education and Scientific Activity.

After the requested consent is obtained, the Faculty Council issues a decision on publishing notice of vacancy and appointment of expert commission for selection of teachers and associates, or the Dean issues a decision on publishing notice of vacancy and appointment of expert commission for selection of non-teaching staff.
3. After the Faculty Council decides on the publishing procedure, the Head of Administrative and Legal Services informs the authors of the proposal that the notice of vacancy is published in the Official Gazette, at the Faculty website and the European Research Area website (EURAXESS). Notice of vacancy for non-teaching staff in the Official Gazette, at the Faculty website, and the website of the Croatian Employment Service.

4. After the closing date for submission of applications, the registry office of the Faculty forwards the applications to the Head of Administrative and Legal Services (maja.loncar@gradst.hr), who submits the complete documentation accompanied by a prepared memo to the expert commission.
5. The expert commission compiles a report and submits the report to the Faculty registry office (pisarnica@gradst.hr). The registry office submits the signed and registered report to the Head of Administrative and Legal Services.
6. Within the timeframe of 8 days from the date of the decision on selection of candidate (decision of the Dean/ Faculty Council/ Scientific Field Committee), the Head of Administrative and Legal Services publishes the results of the selection procedure on the Faculty website, and submits a written notice on selection results to all candidates who applied for the position within 15 days from the date of the decision, thereby concluding the procedure of public call for selection of candidates.
7. Following the completion of the selection procedure, the Head of Administrative and Legal Services prepares the employment contract and invites the selected candidate to sign the employment contract and complete other formal procedures, i.e. registration to the Croatian Pension Insurance Institute (HZMO), Croatian Health Insurance Fund (HZZO) and the Ministry of Education and Science – Central Payroll System (COP).

Dean:

Associate Professor Neno Torić, Ph.D.

I, Jelena Madunić, court interpreter of English language, as appointed by the Republic of Croatia Ministry of Justice and Public Administration, Ref.No.: 514-03-03-03/01-23-06 of 26 May 2023, do hereby certify that the above translation is a faithful and complete translation of the original document written in Croatian language.

Date: 23 July 2024, cert.no. 37/24

