



Re: Decision on the Organizational Changes in the Director's Secretariat

Considering the important and dynamic activities of the IOCB of the ASCR, v.v.i., a world-renowned institution, it is essential to ensure adequately the operation of the Director's Secretariat. As of September 1, 2012, there will therefore be organizational changes in the Director's Secretariat, lying in a restructuring of the employment posts and their occupation with an emphasis on high-quality, responsible, independent and representative work.

For the reasons above, as of September 1, 2012

I establish

the following posts:

1. **The Director's Secretary**, for whose appointment a selection procedure will be announced.

The basic job description:

- organizational and administrative provision of the smooth operation of the secretariat of the Institute's Director
- assistant support to the Institute's Director including the management of his personal agenda
- coordination of meetings, sessions and business trips, organization of external and internal meetings, international meetings
- preparation of the background materials for the meetings
- dealing with and sorting the correspondence
- preparation and editing of documents and overviews in MS Word, MS Excel, MS PowerPoint
- coordination of the activities of the Institute's units and teams

Qualification requirements for performance of the job:

- university education of an economic, technical or natural-science orientation
- very good knowledge of English, both spoken and written

2. **The Director's Professional Assistant**

The basic job description:

- document-service management
- contract documentation management
- data-box management
- management of the advertizing objects of the IOCB incl. stocktaking

- collection of the background materials for team evaluations and the final calculation
- general provision of the smooth operation of the Director's Secretariat

Qualification requirements for performance of the job:

- university education of an economic orientation
- good working knowledge of computer technology

The work position will be filled by Ing. Markéta Baňková, who meets the requirements for the performance of this job.

As of August 31, 2012

I c a n c e l:

1. The work position 'Secretariat Head'.
2. The work position 'Assistant' in the Director's Secretariat.

As a result of the mentioned organizational changes, the position of Olga Stanková will be eliminated as of September 1, 2012 and, this having been discussed with the trade union of the IOCB, ASCR, v.v.i., she will be dismissed pursuant to Section 52 c) of the Labor Code.

Prague, July 11, 2012

Hostomský,CSc.

RNDr. PhDr. Zdeněk

Director