Annex 6/c

List of Managerial, Professional Coordination and Other Positions That May Be Created at the University and the Requirements for Filling Them

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
Rector	– leadership and organisational skills and experience obtained in a higher education institution, – title and position of university professor, – at least one state-recognised intermediate level– complex or equivalent – general language certificate (type 'C', level B2), – is in full-time employment with the higher education institution or becomes employed at the latest at the same time as he or she is appointed to be Rector – intermediate level knowledge of English is an advantage	Employee in a managerial position under the Labour Code 22
General Vice Rector	– leadership experience, – significant scientific and professional contacts, – full-time employment with the University as a senior lecturer/senior researcher, – a state-recognised complex language certificate of at least intermediate level or equivalent language knowledge – intermediate level knowledge of English is an advantage	Employee in a managerial position under the Labour Code 20
Vice Rector (for specific functions)[1]	– leadership experience, – significant scientific and professional contacts, – full-time employment with the University as a senior lecturer/senior researcher, – a state-recognised complex language certificate of at least intermediate level or equivalent language knowledge – intermediate level knowledge of English is an advantage	senior manager 20

[1] For the purposes of this Annex, where a **'specific function' job title** is mentioned, the job title should always be used in accordance with the current version of the OORP (e.g.: Vice Director for a Specific Function = Vice Director for Education, Vice Director for Economic Affairs, etc.).

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
Chancellor	**Requirements for the appointment of the Chancellor and maintaining his or her mandate:** – three years of management experience in a higher education institution, an economic organisation or in central or regional administration, – higher education qualification – intermediate level knowledge of English is an advantage	Employee in a managerial position under the Labour Code 22
General Vice Chancellor	– university degree – at least 3 years of management experience – intermediate level knowledge of English is an advantage	Employee in a managerial position under the Labour Code 20
Dean	– leadership experience, – significant scientific and professional contacts, – full-time employment with the University as a senior lecturer/senior researcher, – a state-recognised complex language certificate of at least intermediate level or equivalent language knowledge – intermediate level knowledge of English is an advantage	senior manager 18
Vice Dean (for specific functions)	– university degree, – at least 3 years of experience in the field of teaching or research – intermediate level knowledge of English is an advantage	17
Director of Institute	– employment relationship with the University as a senior lecturer/senior researcher – intermediate level knowledge of English is an advantage	16
Director (an organisational unit engaged in educational and research activities)	– employment relationship with the University as a senior lecturer/senior researcher – intermediate level knowledge of English is an advantage	16
Director (for specific functions)	– higher education qualification, – at least 5 years of relevant professional experience, – at least 1-3 years of management experience	17

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
(non-faculty organisational unit within the Rector's organisation)	– intermediate level knowledge of English is an advantage	

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
Director (for a specific function) (within the Chancellor's organisation)	– higher education qualification, – at least 5 years of relevant professional experience, – at least 1-3 years of management experience is an advantage – intermediate level knowledge of English is an advantage	the **Director of Economic Affairs** is an employee in a managerial position under the Labour Code 18
Vice Director (for a specific function)	– higher education qualification at least 5 years of relevant professional experience – intermediate level knowledge of English is an advantage	17
Head of Department (for a specific function)	– higher education qualification at least 10 years of relevant professional experience, – at least 1-3 years of management experience is an advantage – intermediate level knowledge of English is an advantage	16
Deputy Head of Department (for a specific function)	– higher education qualification at least 10 years of relevant professional experience, – at least 1-3 years of management experience is an advantage – intermediate level knowledge of English is an advantage	15
Director General (University Centre)	– university degree relevant to the activities of the University Centre, – significant scientific and/or professional contacts, – leadership experience,	senior manager

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
	– full-time employment with the University as a senior lecturer/senior researcher, – a state-recognised complex language certificate of at least intermediate level or equivalent language knowledge – intermediate level knowledge of English is an advantage	18
Director General of the Centre for Teacher Training	– university degree relevant in this field, – coordinating the professional, content-related, organisational and scientific tasks of teacher training, and several years of professional experience in the organisation of theoretical and practical training, – full-time employment with the University as a senior lecturer/senior researcher – intermediate level knowledge of English is an advantage	senior manager 17
Director General (University Library and Knowledge Centre of the University of Pannonia)	– university degree, – at least five years of professional experience in employment, – leadership experience – intermediate level knowledge of English is an advantage	senior manager 18
Vice Director General (University Library and Knowledge Centre of the University of Pannonia)	– higher education qualification, – at least 3 years of relevant professional experience – intermediate level knowledge of English is an advantage	16
Vice Director General (for a specific function) (University Centre)	– higher education qualification, – at least 3 years of relevant professional experience – intermediate level knowledge of English is an advantage	17
Vice Director General of the Centre for Teacher Training	– higher education qualification – intermediate level knowledge of English is an advantage	16
Campus Director	– university degree, – at least 5 years of relevant professional experience,	18

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
	– at least 1-3 years of management experience is an advantage – intermediate level knowledge of English is an advantage	
Head of the Chancellor's Office	– higher education qualification, – at least 5 years of experience in a field of administration – at least 1-3 years of management experience – intermediate level knowledge of English is an advantage	18
Head of the Rector's Office	– higher education qualification, – at least 5 years of experience in a field of administration – intermediate level knowledge of English is an advantage	18
Head of Department (in the case of managing an organisational unit)	– employment relationship with the University as a senior lecturer/senior researcher – intermediate level knowledge of English is an advantage	16
(Non-managerial) positions for professional coordination	Requirements	Job grades
Head of Department (for a specific function)	– at least secondary education qualification, – higher education qualification and advanced knowledge of English are an advantage, – at least 3-5 years of relevant professional experience – intermediate level knowledge of English is an advantage	15
Office Manager (for a specific function)	– at least secondary education qualification, – higher education qualification and advanced knowledge of English are an advantage, – at least 3-5 years of relevant professional experience – intermediate level knowledge of English is an advantage	13
Head of Secretariat (for a specific function)	– at least secondary education qualification, – higher education qualification and advanced knowledge of English are an advantage,	13

Managerial (senior) positions	Requirements (unless otherwise provided by law)	Comments, job grades
	– at least 3-5 years of relevant professional experience – intermediate level knowledge of English is an advantage	
Team Leader (for a specific function)	– relevant qualification, – at least 1-3 years of relevant professional experience – intermediate level knowledge of English is an advantage	13
Rector's and Chancellor's Commissioner (for a specific function)	– specialized higher education qualification, at least 5 years of relevant professional experience, – advanced knowledge of English is an advantage	16
Rector's Commissioner (for a specific function)	– specialized higher education qualification, at least 5 years of relevant professional experience, – advanced knowledge of English is an advantage	16
Chancellor's Commissioner (for a specific function)	– specialized higher education qualification, at least 5 years of relevant professional experience, – advanced knowledge of English is an advantage	16
Dean's delegate	– higher education qualification, at least 3 years of relevant professional experience, – advanced knowledge of English is an advantage	16

Other positions	Requirements	Job grades
Data Analyst	– higher education qualification or relevant secondary level qualification, – intermediate level knowledge of English is an advantage	12
Accreditation Specialist	– higher education qualification or relevant secondary level qualification, – intermediate level knowledge of English is an advantage	12
Native speaker lector	– specialized higher education qualification, – 3 years of professional experience, intermediate knowledge of English, and translation experience are an advantage	11
Enrollment Specialist	– specialized secondary/higher education qualification (can be replaced with at least 3 years of proven professional experience)	11

Other positions	Requirements	Job grades
	– intermediate level knowledge of English is an advantage	
Internal auditor	– relevant higher education qualification at least 3 years of professional experience	11
Payroll Accountant	– higher education qualification or relevant secondary level qualification, – 5 years of professional experience, – intermediate level knowledge of English is an advantage	11
Investment Engineer	– relevant higher education qualification	12
Procurement assistant	– secondary level qualification	9
Procurement Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Dean's Secretary	– at least secondary education qualification, – at least 3 years of relevant professional experience, – intermediate level knowledge of English is an advantage	11
Digital Content Creator	– higher education qualification or relevant secondary level qualification and 5 years of professional experience	11
Doctoral School Secretary	– at least secondary education qualification, – at least 3 years of relevant professional experience, – intermediate level knowledge of English is an advantage	11
Dual Training Coordinator	– at least secondary education qualification, – at least 3 years of relevant professional experience, – advanced level knowledge of English is an advantage	12
Gym Manager	– secondary education qualification	9
Adult Education Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Secretary to the Director General	– at least secondary education qualification, – at least 3 years of relevant professional experience, – intermediate level knowledge of English is an advantage	11
Chief Librarian	– in accordance with the relevant ministerial decree	12
Heater	– certificate of secondary vocational education	5
Business Assistant	– secondary education qualification	9

Other positions	Requirements	Job grades
Economic Process Control Specialist	– at least secondary level qualification in the given field, – at least 3 years of relevant professional experience	12
Business Specialist	– at least secondary education qualification relevant in the field, – at least 3 years of relevant professional experience	12
Janitor	– certificate of secondary vocational education	5
Graphic Designer	– higher education qualification or relevant secondary level qualification, – at least 3 years of professional experience	10
Student Finance Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Sound Engineer	– secondary education qualification	9
Utilisation Specialist	– higher education qualification or relevant secondary level qualification and 5 years of professional experience, – intermediate level knowledge of English is an advantage	11
HR Assistant	– secondary education qualification, – intermediate level knowledge of English is an advantage	9
HR Generalist	– higher education qualification or relevant secondary level qualification, – intermediate level knowledge of English is an advantage	12
HR Controller	– higher education qualification or relevant secondary level qualification	12
HR Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience), – intermediate level knowledge of English is an advantage	11
Administrative Assistant	– secondary education qualification, – intermediate level knowledge of English is an advantage	11
Administration Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	12
IT Assistant	– secondary education qualification	9
IT Expert and Librarian	– in accordance with the relevant ministerial decree	12

Other positions	Requirements	Job grades
Institutional education coordinator	– specialized secondary/higher education qualification (can be replaced with at least 3 years of proven professional experience)	10
Archivist	– secondary education qualification	9
IT Internal Support Specialist	– higher education qualification or relevant secondary level qualification	12
Lawyer	– relevant higher education qualification	12
Legal and Procurement Assistant	– secondary education qualification	9
Chancellor's Secretary	– secondary education qualification and intermediate level knowledge of English are an advantage	11
Maintenance staff member	– certificate of secondary vocational education	5
Career Counsellor	– higher education qualification or relevant secondary level qualification	12
Publications Editor	– secondary education qualification	10
Client Support Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Dormitory Assistant	– secondary education qualification	9
Dormitory Officer	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Communication Assistant	– secondary education qualification, – intermediate level knowledge of English is an advantage	9
Communication and Marketing Specialist	– specialized secondary/higher education qualification (can be replaced with at least 3 years of proven professional experience) – intermediate level knowledge of English is an advantage	11
Communication Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience) – intermediate level knowledge of English is an advantage	11
Controller	– higher education qualification or relevant secondary level qualification	12
Librarian	– in accordance with the relevant ministerial decree	11
Library Assistant	– in accordance with the relevant ministerial decree	9

Other positions	Requirements	Job grades
Public Procurement Specialist	– at least secondary education qualification in the given field	12
Cultural Assistant	– secondary education qualification	9
Cultural Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	12
Laboratory Staff Member	– secondary education qualification	7
Archives Staff Member	– in accordance with the relevant ministerial decree	9
Logistics Administrator	– secondary education qualification	7
Marketing Assistant	– secondary education qualification, – intermediate level knowledge of English is an advantage	9
Marketing Coordinator	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience), – intermediate level knowledge of English is an advantage	12
Marketing Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience), – intermediate level knowledge of English is an advantage	11
Mental Health Counsellor	– relevant higher education qualification	12
Quality Management Specialist	– higher education qualification or relevant secondary level qualification, – at least 3 years of professional experience	11
Occupational Safety and Health Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Technical Assistant	– secondary education qualification	9
Technical coordinator	– specialized secondary/higher education qualification (can be replaced with at least 3 years of proven professional experience)	10
International Student Officer	– higher education qualification or relevant secondary level qualification, 5 years of professional experience – advanced level knowledge of English	11
International Officer	– higher education or specialized secondary level qualification and 5 years of professional experience,	11

Other positions	Requirements	Job grades
	– intermediate level knowledge of English	
Neptun Database Operator	– higher education qualification or relevant secondary level qualification and 5 years of professional experience	11
Educational Expert	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Education Support Assistant	– secondary education qualification	9
Education Organisation Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Financial and Accounting Assistant	– secondary education qualification	9
Financial and Accounting Specialist	– relevant secondary/higher education qualification	10
Receptionist	– certificate of elementary education	4
Postal Staff Member	– secondary education qualification	6
Programme Organisation Assistant	– secondary education qualification	9
Project Assistant	– secondary education qualification, – intermediate level knowledge of English is an advantage	9
Project Coordinator	– higher education qualification or relevant secondary level qualification (can be replaced by at least 3 years of proven professional experience), – intermediate level knowledge of English and professional experience are an advantage	12
Project Manager	– higher education qualification or relevant secondary level qualification and 5 years of professional experience, – intermediate level knowledge of English is an advantage	15
Project Financial Specialist	– at least secondary education qualification relevant in the field	12
Project Specialist	– secondary education qualification, – intermediate level knowledge of English, higher education qualification and professional experience are an advantage	10

Other positions	Requirements	Job grades
Psychologist	– relevant higher education qualification	12
Warehouse staff member	– secondary education qualification	6
Rector’s Secretary	– secondary education qualification	11
System Administrator	– higher education qualification or relevant secondary level qualification, – 3 years of professional experience is an advantage	11
Rector's educational adviser	– higher education qualification and 5 years of professional experience, – intermediate level knowledge of English is an advantage	12
Press Manager	– higher education qualification or relevant secondary level qualification and 3 years of professional experience	11
Press Manager and Event Organiser	– higher education qualification or relevant secondary level qualification and 3 years of professional experience	11
SAS Coordinator	– higher education qualification or relevant secondary level qualification	11
Assistant Archivist	– in accordance with the relevant ministerial decree	11
Strategic Adviser	– higher education qualification and 5 years of professional experience, – intermediate knowledge of English is an advantage	12
Professional Assistant	– secondary education qualification	9
Professional Adviser	– higher education qualification or relevant secondary level qualification and 5 years of professional experience, – intermediate level knowledge of English is an advantage	11
Accommodation Sales Assistant	– secondary education qualification, – intermediate level knowledge of English is an advantage	9
Accommodation Sales Agent	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience), – intermediate level knowledge of English is an advantage	10
Intellectual Property Protection Specialist	– higher education qualification or relevant secondary level qualification and 5 years of professional experience,	11

Other positions	Requirements	Job grades
	– intermediate level knowledge of English is an advantage	
Server and Network Operations Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Software Developer	– relevant higher education qualification, – intermediate level knowledge of English is an advantage	14
Cleaning staff member	– certificate of elementary education	4
Departmental Engineer	– relevant higher education qualification (a qualification in natural sciences or engineering)	14
Study Administrator	– secondary education qualification	9
Social Security Administrator	– higher education qualification or relevant secondary level qualification and 5 years of professional experience, – intermediate level knowledge of English is an advantage	11
Technician	– relevant secondary technical qualification (can be replaced by at least 3 years of proven professional experience based on the proposal of the superior)	9
Fire Safety Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Customer Service Assistant	– secondary education qualification, – at least intermediate level knowledge of English is an advantage	9
Customer Service Representative	– higher education qualification or relevant secondary level qualification and 5 years of professional experience	11
Operations Engineer	– relevant higher education qualification	12
Asset Management Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
Web Development and Applications Specialist	– relevant secondary/higher education qualification (can be replaced by at least 3 years of proven professional experience)	10
In the University Library and Knowledge Centre of the University of Pannonia and in the libraries of the premises, **professional library and professional archival positions (belonging to the 'miscellaneous' category)** listed in the relevant ministerial decree may be established, provided that the qualifications and other conditions required for their fulfilment are met.		