



ORLEN Eesti OÜ is a part of ORLEN Lietuva group. ORLEN Estonia was founded in 2003 and has mainly been operating in fuel wholesale. All fuel comes directly from manufacturer ORLEN Lietuva, there are no intermediates and stages where it would be possible to change the quality of fuel and that makes us special.

The Company's Supervisory Board opens the recruitment procedure for the:

## MEMBER OF THE MANAGEMENT BOARD

### JOB FUNCTIONS:

1. managing and supervising the company's activities as part of the Management Board team
2. creation and implementation of the company's strategy
3. ensuring the development of the company
4. supervision of the key performance indicators and other activities linked with company
5. effective cooperation within the ORLEN Lietuva group and ORLEN Capital Group as well as with other company stakeholders

### PERSON WHO MEETS ALL OF THE FOLLOWING CONDITIONS MAY BE A CANDIDATE:

1. has higher education degree: (i) achieved at eligible university operating within the system of higher education of a member state of the European Union, Organisation for Economic Co-operation and Development or European Free Trade Association – party to the agreement on the European Economic Area; (ii) or recognised as equivalent to the higher education degree achieved in the Republic of Poland pursuant to an international agreement; or (iii) recognized as equivalent to the higher education degree achieved in the Republic of Poland in the way of nostrification proceedings carried out in the Republic of Poland,
2. is employed for at least 5 years under an employment contract, appointment, election, cooperative employment contract, or provision of services under another contract or own business activity,
3. has at least 3 years of experience at managerial or independent positions or experience resulting from running own business activity,
4. meets requirements other than specified in point 1-3 stipulated in separate regulations, and in particular does not violate restrictions or prohibitions to take the position of a member of the management body in commercial companies.

### APPLICATIONS MUST INCLUDE:

- ▶ CV and covering letter
- ▶ declarations on:
  - ▶ exercising all public rights,
  - ▶ having capacity to make acts in law,
  - ▶ not being subject to restrictions or prohibitions stipulated by the provisions of law to take the position of a member of the management board in commercial companies,
  - ▶ declaration on meeting the requirements for a member of the management body, specifically those stated in points 1 – 9 above,
- ▶ copies of documents confirming:
  - ▶ completion of university studies,
  - ▶ at least five years of professional experience of the candidate,
  - ▶ at least three years of experience at managerial or independent positions or experience resulting from running own business activity
  - ▶ additional skills (for example, references, recommendations, certificates),
- ▶ current information from the actual country of residence Criminal Record on no criminal record (issued not earlier than 2 months before the time limit lapse for submission of applications in the recruitment procedure for the position of a Member of the Management Board of the Company),
- ▶ declaration and information on the offices held in the governing bodies of other entities,
- ▶ consent to the processing of personal data with the following content: "I grant my consent that the Supervisory Board of ORLEN Eesti will share my personal data contained in the application with PKN ORLEN S.A. for the purposes of the recruitment procedure for the position of a Member of the Management Board of the Company. The data will be processed in accordance with the General Data Protection Regulation (GDPR)",
- ▶ declaration on being informed about processing of personal data (stated below)\*

Copies of originals of documents confirming qualifications of a candidate may be initially certified by the candidate. In the case stipulated in the preceding sentence, during the interview, the candidate shall be obliged to produce originals or official copies or notary public certified documents confirming qualifications of a candidate that were previously confirmed by the candidate himself/herself at the stage of application, under the pain of exclusion from the further recruitment procedure. Candidatures that do not meet the requirements provided for in the announcement shall be rejected.

The deadline for accepting the applications is **12.11.2019**. Applications of candidates for the Member of the Management Board submitted after the specified deadline shall not be subject to consideration and evaluation.

Applications sent by the candidates for the position of the Member of the Management Board of the Company will be destroyed in 2 (two) months from publishing the results of the recruitment process.

The Supervisory Board of the Company shall reserve the right to terminate the recruitment procedure without selection of a candidate / candidates at any time without specifying its reason.

**If you're interested - send your application, containing all the required attachments, to:**  
**[rekrutacja.gk@orlen.pl](mailto:rekrutacja.gk@orlen.pl)**

placing „Member of the Management Board ORLEN Eesti OÜ” in the e-mail subject.

\* The Area of the Executive Director of Human Resources of PKN ORLEN S.A. informs about processing of personal data and the possibility of exercising candidates' rights as the data subject to the terms and conditions set by legal regulations for the protection of personal data (GDPR), in particular the right: to access to personal data; to the correction of inaccurate and supplementation of incomplete personal data; to the deletion of personal data if the personal data is no longer required for the purpose for which they were collected or otherwise processed, or should he/she discover that they were processed unlawfully; to the restriction of personal data processing; to data portability; to raise an objection following which the processing of personal data will be discontinued unless it is demonstrated that there are serious legitimate reasons for processing that override the interests of the Candidate or his/her rights and freedoms, in particular, reasons related to the establishment, exercise or defense of legal claim; to submit a complaint to the Personal Data Protection Authority.

