KEY-RSU Employment Conditions

Information for Applicants

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1. Your employment at a glance

Employer and location	Rīga Stradiņš University (RSU), Riga, Latvia.
Positions	Six postdoctoral positions: four at the Institute of Microbiology and Virology (MVI) and two at the Social Sciences Research Centre (SSRC)
Employment pathway	60 months: 36 months in the MSCA co-funded Phase 1, followed by 24 months in the RSU-funded Phase 2.
Working time	Full-time; standard working week of 40 hours.
Monthly employment cost *	EUR 6,700 monthly remuneration package, including employer social security contributions. Employee's gross salary is approx. EUR 5,420.
Leave and insurance	56 calendar days of annual paid leave; employer-paid comprehensive private health insurance
International / intersectoral experience	Mandatory secondment of 6–12 weeks; continued RSU employment and social protection.

*Remuneration paid under an RSU employment contract is subject to Latvian personal income tax and mandatory social security contributions. RSU will calculate, withhold and remit the applicable employee taxes and contributions in Latvia and pay employer contributions in accordance with Latvian law. Net pay depends on the confirmed gross salary, applicable tax rules and individual circumstances. No specific net amount is guaranteed by this document.

2. Research, mobility and travel budgets

Budget provision per researcher	Phase 1 — annual amount (Years 1–3)	Phase 2 — annual amount (Years 4–5)
Mobility	EUR 5,040	EUR 2,040
Travel	EUR 2,040	EUR 2,040
Research costs	EUR 30,000	EUR 5,040
Employer-paid health insurance, amount depends on arrangements*	EUR *	EUR *

5 year period refers to the individual researcher’s employment period.

These amounts are annual budget provisions and should not be considered additional guaranteed monthly salary payments. The research budget is managed under RSU procedures.

3. Contract and transition between phases

The researcher will be employed by RSU on a fixed-term basis for 60 months, comprising 36 months in the MSCA co-funded Phase 1 followed by 24 months in the RSU-funded Phase 2.

Appointment title: **Postdoctoral Researcher**.

Employment start date: No later than 30 September 2027.

Employment duration: 60 months from the individual start date, comprising 36 months in Phase 1 and 24 months in Phase 2. Exact start and end dates will be specified in the employment contract, within the KEY-RSU project implementation period ending on 30 September 2032.

Progress is reviewed twice yearly through the Career Development Plan, jointly by the main supervisor and co-supervisor, with oversight by the Programme Coordinator. Reviews assess progress against individual milestones in research, training, mobility, teaching and Open Science.

Progression to Phase 2 is confirmed by the Programme Management Board following a qualitative assessment of documented CDP achievements and supervisors' evaluations.

The detailed Phase 2 progression procedure, including the review timetable, required documentation, notification of the decision and arrangements for requesting a review of that decision, will be provided to each researcher at the start of their employment.

Continued employment beyond the five-year pathway may be possible, subject to applicable RSU procedures and regulations and the availability of suitable opportunities. However, neither a permanent position nor further employment contract is guaranteed.

The standard working week is 40 hours. Researchers are expected to work full-time and exclusively on the KEY-RSU action.

The researcher is based in the relevant host team mainly but not exclusively at one of the following locations:

Institute of Microbiology and Virology (MVI): Rātsupītes iela 5, Rīga, LV-1067, Latvia.

Social Sciences Research Centre (SSRC): Kuldīgas iela 9c, Rīga, LV-1007, Latvia.

4. Annual and other leave

The programme provides 56 calendar days of annual paid leave.

Other Paid Holidays

- A paid day off on the employee's birthday.
- One paid day off on the first day of school if the employee's child is year 1 to 4 schoolchild.
- Three paid days off in the event of the loss of a relative.
- Up to 3 paid days off on the occasion of the marriage of the employee.
- One paid day off for donating blood or blood components
- On the days before holidays, the total duration of the working day at RSU is shortened by 2 hours (for staff who work within normal working hours; for teaching and academic staff, working hours are determined in accordance with the study plan).
  **Relative: spouse, child, parent, grandparent, adoptive parent or adoptee, sibling, dependant.*

Sickness, maternity, paternity, parental and other statutory leave are available under the applicable legal framework. The effect of extended leave on the fellowship timetable and funding will be assessed under the Grant Agreement and applicable employment rules; extensions are not automatic.

5. Mandatory secondment

KEY-RSU includes a mandatory secondment of 6–12 weeks, aligned with the individual research project and CDP. The host, timing, objectives, mentoring and outputs will be agreed through a formal secondment agreement before departure. The researcher remains employed by RSU throughout the secondment, with continued salary and applicable social protection. Any additional research visits require separate approval under the programme and RSU rules.

6. Arrival, immigration and family support

RSU will provide an onboarding package in English, including the employment contract and relevant local rules. RSU's International Personnel Administrator will assist international researchers with visa applications and related administrative arrangements, adapted to their circumstances. RSU will cover the applicable state fees for processing an official invitation letter, as well as for the evaluation of documents submitted in Latvia. RSU also covers the cost of foreigners' travel insurance required for the residence permit application. Any other state or consular fees payable abroad to the relevant embassy must be covered by the applicant personally and are non-refundable

7. Health insurance, social protection and wellbeing

Under Latvian law RSU provides statutory social protection, including applicable pension, sickness, parental, unemployment, disability and occupational accident/disease coverage. Eligibility for particular benefits depends on the applicable rules and the researcher's circumstances, including cross-border social-security coordination where relevant.

In addition to the EUR 6,700 monthly remuneration package, RSU provides employer-paid health insurance. This insurance is distinct from statutory social insurance. There is the access to psychologist support and staff-family support initiatives.