

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
PI20/00066	03/07/2023	12/07/2023
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	<ul style="list-style-type: none"> <li>• Senior Technician in Administration and Finance (<i>Excludable requirement: to provide justification with the application</i>).</li> <li>• B1 level of English (<i>Excluding requirement: to provide justification with the application</i>).</li> </ul>	
VALUED MERITS /SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> <li>• User support</li> <li>• Data management</li> <li>• Purchasing and invoicing</li> <li>• Coordination of team tasks</li> </ul>	
OTHERS	<ul style="list-style-type: none"> <li>• Advanced level of Microsoft Office or similar programs</li> </ul>	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Indefinite in accordance with Article 23 Bis of Law 14/2011, of June 1, 2011, on Science, Technology and Innovation.	July	Full-time (35 h/week)
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT	
20.500 €	Indefinite, linked to the duration of the and to the economic availability based on RDL8/2022.	
WORK LOCATIONS	UNIT/DEPARTMENT	
IDIVAL	Psychiatry	
JOB DETAILS		
OFFER DESCRIPTION		
Research support technician		
FUNCTIONS		
<ul style="list-style-type: none"> <li>- Management of research study participant appointments.</li> <li>- Data management of participants in research studies.</li> <li>- Coordination of tasks performed by different researchers.</li> <li>- Management of purchases and contracting of external services.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
María Rosa Ayesa Arriola	Mental Illness Research Group	PI20/00066: Adaptation and validation of the BriefAssessment of Cognition App (BAC App) and the Virtual RealityAssessment of FunctionalCapacityTool (VRFCAT) for use in Spain. Project Funded by the Instituto de Salud Carlos III (Ministry of Science and Innovation) and by the European Regional Development Fund (ERDF). "A way of doing Europe".

RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
<b>1. Pre-selection</b> <b>2. Interview: Minimum score for this phase: 30</b> <b>3. Report of the Selection Board</b> <b>4. Resolution</b>				<b>YES</b>
SELECTION BOARD				
<ul style="list-style-type: none"> <li>• <b>María Rosa Ayesa Arriola, Project´s Main Researcher</b></li> <li>• <b>Galo Peralta, IDIVAL´s Management Director</b></li> <li>• <b>Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board).</b></li> </ul>				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
User support	CV	Merit fulfillment	Yes/No	20
Data management	CV	Merit fulfillment	Yes/No	10
Purchasing and invoicing	CV	Merit fulfillment	Yes/No	10
Coordination of team tasks	CV	Merit fulfillment	Yes/No	10
Advanced level of Microsoft Office or similar programs	CV	Merit fulfillment	Yes/No	10
FINAL SCORE				
<b>MAXIMUM TOTAL SCORE BY MERITS</b>				<b>60</b>
<b>MAXIMUM TOTAL SCORE IN INTERVIEW</b>				<b>40</b>
<b>MAXIMUM TOTAL SCORE</b>				<b>100</b>

(1) Not subsanable

(2) See duration of each phase in the document "Selection Process"

*In compliance with the provisions of Article 11 of Organic Law 3/2018, you are informed that the person responsible for the processing of your personal data is the MARQUES DE VALDECILLA INSTITUTE OF INVESTIGATION FOUNDATION (IDIVAL), your data will be treated in order to be treated to the extent that they were necessary or convenient for the development of the legal relationship established between the parties. You can exercise your rights of access, rectification, deletion, opposition, portability or limitation of the treatment, by contacting the IDIVAL FOUNDATION at the following address: AVDA. CARDENAL HERRERA ORIA, S / N 39007, SANTANDER. More information at [www.idival.org/es/Política-de-Privacidad](http://www.idival.org/es/Política-de-Privacidad)*