

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	04/10/2023	13/10/2023
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Degree in Labor Relations, Law or Psychology (Exclusive requirement: provide justification with the application).	
VALUED MERITS /SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> • Experience in managing job offers in Research Institutes. • Experience in drafting and processing employment contracts. • Experience in management of medical examinations and training in occupational hazards. • Experience in management of internship agreements. • Experience in the management of a recruitment program. • Experience in the use of computerized management tools in foundations. 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	02/11/2023	Full (35h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
28.601,53 €		3 months
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Central Support Unit
OFFER DESCRIPTION		
HUMAN RESOURCES TECHNICIAN		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> • Drafting, review and publication of job offers. • Review of applications and processing of reports and resolutions. • Processing of contracts, extensions and prolongations. • Configuration of economic costs of payrolls for each project. • Processing of internship annexes. • Advice on labor matters to IDIVAL personnel. • Management of the human resources module in Fundanet. • Management of the module of signings. • Support to the Human Resources Coordinator. 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Central Support Unit	Management and Structure
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE
Pre-selection Interview: maximum number of candidates to be interviewed: 2 Minimum score for this phase: 40 Report of the Selection Board		NOT

Resolution				
SELECTION BOARD				
<ul style="list-style-type: none"> • Galo Peralta Fernández, Principal Investigator of the Project • Marcos López Hoyos, Scientific Director • Patricia Álvarez Ingelmo, Human Resources Coordinator (will act as Secretary of the Tribunal) 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in managing job offers in Research Institutes	Curricular	Months worked	1 pt. per month worked	15
Experience in drafting and processing employment contracts	Curricular	Merit fulfillment	YES/NO	9
Experience in management of medical examinations and training in occupational hazards	Curricular	Merit fulfillment	YES/NO	9
Experience in management of internship agreements.	Curricular	Merit fulfillment	YES/NO	9
Experience in the management of a recruitment program	Curricular	Merit fulfillment	YES/NO	9
Experience in the use of computerized management tools in foundations	Curricular	Merit fulfillment	YES/NO	9
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				60
MAXIMUM TOTAL SCORE IN INTERVIEW				40
MAXIMUM TOTAL SCORE				100

(1) Not subsanable

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

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