

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
2021.354	12/03/2024	21/03/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
<b>ACADEMIC DEGREE</b>	Higher Vocational Training in Administration and Finance and/or Management Assistance/Secretariat ( <i>Exclusive requirement: provide justification with the application.</i> )	
VALUED MERITS / SKYLLS		
<b>FURTHER</b>	-Advanced user level office automation -Specialist degree in administrative management of clinical trials	
<b>EXPERIENCE</b>	-Administrative work in clinical trials. -Database and documentation management. -Contract review and negotiation support. -Documentation processing. -Control and update of files. -Experience in the administrative control of projects will be an asset.	
<b>LANGUAGES</b>	-English	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
<b>Indefinite in accordance with Article 23 Bis of Law 14/2011, of June 1, 2011, on Science, Technology and Innovation.</b>	April 2024	<b>Full-time 1575 hours per year (approx. 35h/week)</b>
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
18.114,28 €		<b>Indefinite, linked to the duration of the project and economic availability based on RDL8/2022</b>
WORK LOCATIONS		UNIT/DEPARTMENT
<b>Pavilion 20, consultation rooms and Hematology floor. Clinical Trials Unit</b>		<b>Hematology/Clinical Trials</b>
JOB DETAILS		
OFFER DESCRIPTION		
<b>Research support technician</b>		
FUNCTIONS		
<ul style="list-style-type: none"> <li>• File creation and maintenance.</li> <li>• Providing all logistical and administrative support to the clinical trial team.</li> <li>• Preparing and assisting monitors with materials required for visits.</li> <li>• Maintain complete documentation of all trials to ensure complete and correct management.</li> <li>• Preparation, set-up and follow-up of clinical trials for the Service.</li> <li>• Manage incoming correspondence, internal documentation, etc., as appropriate.</li> <li>• Submission of generated Amendment/Notification documentation.</li> <li>• Service expense management.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
<b>Enrique M. Ocio San Miguel</b>	<b>Hematologic Neoplasms and</b>	<b>2021. 354: Phase III randomized study comparing bortezomib, lenalidomide,</b>

	<b>Hematopoietic Progenitor Transplantation</b>	<b>and dexamethasone (VRd) followed by ciltacabtagene autoleucel, a chimeric antigen receptor (T-CAR) T-lymphocyte therapy directed against BCMA vs. bortezomib, lenalidomide and dexamethasone (VRd) followed by lenalidomide and dexamethasone (Rd) therapy in newly diagnosed patients with multiple myeloma for whom hematopoietic stem cell transplantation is not planned as initial treatment.</b>		
<b>RECRUITMENT INFORMATION</b>				
<b>SELECTION PROCESS STAGES (2)</b>				<b>EMPLOYMENT EXCHANGE</b>
<b>1. Pre-selection</b> <b>2. Interview: maximum candidates to be interviewed: 10. Minimum score for this phase: 20</b> <b>3. Report of the Selection Board</b> <b>4. Resolution</b>				<b>YES</b>
<b>SELECTION BOARD</b>				
<ul style="list-style-type: none"> <li>• <b>Enrique M. Ocio San Miguel, Project's Main Researcher</b></li> <li>• <b>Galo Peralta, IDIVAL's Management Director</b></li> <li>• <b>Maria José Marín Vidalled, IDIVAL's Technological Services Coordinator (She will act as registrar of the selection board).</b></li> </ul>				
<b>VALUATION OF MERITS</b>				
<b>MERITS</b>	<b>EVALUATION</b>	<b>SCORE</b>		<b>MAXIMUM</b>
Clinical trials administrative work	Curricular	Merit fulfilment	YES/NO	5
Database and documentation management	Curricular	Merit fulfilment	YES/NO	10
Contract review and negotiation support	Curricular	Merit fulfilment	YES/NO	5
Documentation processing	Curricular	Merit fulfilment	YES/NO	5
File control and updating	Curricular	Merit fulfilment	YES/NO	10
Advanced office automation skills	Curricular	Merit fulfilment	YES/NO	10
Experience in the administrative control of projects will be an asset	Curricular	Merit fulfilment	YES/NO	5
Specialist degree in administrative management of clinical trials	Curricular	Merit fulfilment	YES/NO	5
English	Curricular	Nivel	-B1: 2 points -B2 or more: 5 points	5
<b>FINAL SCORE</b>				
<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)*