

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	24/06/2024	03/07/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Baccalaureate or Intermediate Vocational Training ( <i>Justification must be provided with the application</i> ).	
VALUED MERITS / SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience in the area of management in Research Institutes.</li> <li>• Experience in human resources department.</li> <li>• Experience in telephone and face-to-face attention to workers/clients.</li> <li>• Experience in the use of computer tools (office package).</li> </ul>	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	July	Full time. 1710 hours per year (aprox. 37,5 h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
26.805,27 € without prejudice to the basic update established in state legislation for 2024.		6 months
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Unidad Central de Apoyo
JOB DETAILS		
OFFER DESCRIPTION		
Human resources support technician		
FUNCTIONS		
<ul style="list-style-type: none"> <li>• Support in the work of dissemination, advice, monitoring and development and justification of projects, agreements and contracts, and specifically in the tasks of requesting, receiving and sending information, invoicing, document management and archiving.</li> <li>• Support in the work of the human resources department. As well as any other similar functions that may be entrusted to him/her.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Central Support Unit	Direction and Structure
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE



<b>1. Admission of applications.</b> <b>2. Competition phase.</b> <b>3. Interview phase:</b> maximum number of candidates to be interviewed: 2. Minimum score for this phase: 40 <b>4. Report of the Tribunal.</b> <b>5. Resolution.</b>  <b>Note:</b> in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.				<b>YES</b>
<b>SELECTION BOARD</b>				
<ul style="list-style-type: none"> <li>• <b>President:</b> Galo Peralta Fernández, Principal Investigator of the Project.</li> <li>• <b>Member:</b> Marcos López Hoyos, Scientific Director.</li> <li>• <b>Member and secretary:</b> Maria José Marín Vidal, Coordinator of the Technological Services of IDIVAL.</li> </ul>				
<b>VALUATION OF MERITS</b>				
<b>MERITS</b>	<b>EVALUATION</b>	<b>SCORE</b>		<b>MAXIMUM</b>
Experience in the area of management in Research Institutes.	CV	Months worked	1 point per month worked	14
Experience in human resources department.	CV	Months worked	1 point per month worked	14
Experience in telephone and face-to-face attention to workers/clients.	CV	Merit fulfillment	Yes / Not	16
Experience in the use of computer tools (office package).	CV	Merit fulfillment	Yes / Not	16
<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"

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Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

