

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	07/09/2020	16/09/2020
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	INTERMEDIATE LEVEL TRAINING CYCLE IN ADMINISTRATIVE MANAGEMENT	
OTHERS REQUIREMENTS	BE REGISTERED AS A JOBSEEKER IN INEM	
VALUED MERITS /SKYLLS		
FURTHER	COURSES RELATED TO ADMINISTRATION COURSES RELATED TO OFIMATIC	
EXPERIENCE	IN ADMINISTRATION, BILLING OR REGISTRATION DEPARTMENTS	
LANGUAGES	APPRAISABLE ENGLISH	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
REPLACEMENT CONTRACT	OCTOBER	HALF DAY: IT WILL TAKE PLACE AS A FULL DAY FOR 6 MONTHS PER YEAR. THE DAY WILL BE INTENSIVE IN THE MORNING + 1 AFTERNOON PER WEEK
ANNUAL GROSS SALARY IN FULL TIME		DURATION OF THE CONTRACT
10.292,08 €		END SITUATION REPLACEMENT CONTRACT (3 YEARS APPROX.)
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		CENTRAL SUPPORT UNIT
OFFER DESCRIPTION		
ADMINISTRATIVE SUPPORT ASSISTANT		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> -REGISTRATION -AGENDA MANAGEMENT -TELEPHONE SERVICE -ORGANIZATION OF MEETINGS -DOCUMENTATION ARCHIVE -RELATIONSHIP WITH SUPPLIERS -TRANSPORT AND RECEIPT OF DOCUMENTATION 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
GALO PERALTA	UCA	DIRECTION AND STRUCTURE
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE
Preselection: Inerview: MAXIMUM 6 CANDIDATES TO INTERVIEW, THOSE WITH THE HIGHEST SCORE Tribunal report:		YES

Resolution:				
SELECTION BOARD				
<ul style="list-style-type: none"> • Galo Peralta Fernández, IDIVAL´s Management Director • Julio Muela Carriles. IDIVAL´s Management Coordinator • Patricia Álvarez Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board). 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Courses related to administration	CV and acreditative document	course over 20h	per course: 3 points	9
Courses related to ofimatic	CV and acreditative document	course over 20h	per course: 3 points	9
Experience in administration billing, registration	CV	months of experience	per month: 2 points	32
English	CV	Level	A2: 5 points B1: 8 points B2 or superior: 10 points	10
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"