

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	10/05/2021	19/05/2021
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	University Degree/Equivalent	
EXPERIENCE	Experience in research project management	
VALUED MERITS /SKYLLS		
EXPERIENCE	Experience in National Research Project Management in a Research Institute. Experience in Coordination of public research projects. Experience in Documentary Management of research project management. Experience in the use of computerized management tools in foundations.	
LANGUAGES	English	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Interim contract	June, 1st, 2021	Full time (40h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
33.668,88€		Until the end of the interim situation
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Central Support Unit
OFFER DESCRIPTION		
National Research Project Manager		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> - Identification, analysis, description and communication of the aid instruments supported with national funds, at the service of research financing. - Elaboration of the necessary documentation and application for the grants identified by the Research Groups. - Notification of the provisional and final Resolutions related to the requested grants. - Monitoring of the projects according to the rules of the different funding entities. - Advice to the Research Groups on the methods and rules of operation appropriate to the correct execution of the expenditure and its justification system. - justification system. - Coordination of the justification of the expenditure of the resolved grants and interlocution with the Monitoring Units of the financing entities. - Identification of the receipts received in relation to the income reported and preparation of the respective reports for delivery to the Director of Management. 		

- Interpretation of the published Bases Orders and Calls for Proposals, notification and assistance provided to the Research Groups.				
PRINCIPAL INVESTIGATOR / RESPONSABLE		RESEARCH GROUP	RESEARCH PROJECT	
GALO PERALTA		CENTRAL SUPPORT UNIT	MANAGEMENT AND STRUCTURE	
RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
Preselection: Inerview: maximum candidates to be interviewed: 3. Minimum score for this phase: 30 Tribunal report: Resolution:				YES
SELECTION BOARD				
<ul style="list-style-type: none"> • Galo Peralta Fernández, IDIVAL´s Management Director • Marcos López Hoyos, IDIVAL´s scientific Director • Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board). 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in National Research Project Management in a Research Institute.	CV	Months worked	1 pto for month worked	18
Experience in Coordination of public research projects.	CV	Months worked	1 pto for month worked	18
Experience in Documentary Management of research project management.	CV	Requirement fulfilment	YES/NOT	10
Experience in the use of computerized management tools in foundations.	CV	Requirement fulfilment	YES/NOT	8
English	CV	Level	B1: 2 B2: 4 C1-C2: 6	6
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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