

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
2019.127	13/12/2021	22/12/2021
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS:		
ACADEMIC DEGREE	Bachelor's degree/equivalent in computer science/business administration and management	
VALUED MERITS /SKYLLS		
FORMATION	<ul style="list-style-type: none"> Advanced user level office automation Specialist degree in administrative management of clinical trials 	
EXPERIENCE	<ul style="list-style-type: none"> Financial management. Clinical trials administrative work. Database and documentation management. Contract review and negotiation support. Documentation processing. File control and updating. 	
LANGUAGES	English level	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Research Project	17/1/2022	Full time 35 hours/week
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
20.307,46 €		3 months (extendable depending on the project and financial availability)
WORK LOCATIONS		UNIT/DEPARTMENT
Pabellón 20, consultas y planta de Hematología. Unidad de Ensayos Clínicos		Hematology/Clinical Trials
OFFER DESCRIPTION		
Research Support Technician		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> Support to the hematologist and coordinator in the development of the clinical trial. Handling of all documentation related to clinical trials. Financial management of resources. Contract review. File and database maintenance. 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT

<p>Dr Enrique María Ocio San Miguel</p>	<p>Hematological Neoplasms and Hematopoietic Progenitor Transplantation</p>	<p>2019.127 Dose escalation, safety, pharmacokinetics, pharmacodynamics, and preliminary efficacy study of SAR650984 (isatuximab) administered intravenously in combination with bortezomib dosing regimens in newly diagnosed adult patients with multiple myeloma ineligible for transplant or without immediate intent to transplant.</p>
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RECRUITMENT INFORMATION

SELECTION PROCESS STAGES (2)	EMPLOYEE EXCHANGE
<p>Pre-selection Interview: maximum number of candidates to be interviewed: 5. Report of the Tribunal Resolution</p>	<p>YES</p>

SELECTION BOARD

- Enrique Ocio San miguel Project's Main Researcher
- Galo Peralta Fernández, IDIVAL Management Director
- Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator

VALUATION OF MERITS

MERITS	EVALUATION	SCORE	MAXIMUM
Office automation advanced user level	Curriculum vitae	Requirement fulfillment	YES/NO 10
Specialist degree in administrative management of clinical trials	Curriculum vitae	Requirement fulfillment	YES/NO 5
Financial management	Curriculum vitae	Requirement fulfillment	YES/NO 15
Database management and documentation	Curriculum vitae	Requirement fulfillment	YES/NO 5
Contract review and negotiation support.	Curriculum vitae	Requirement fulfillment	YES/NO 5
Experience in administrative work in Clinical Trials	Curriculum vitae	Requirement fulfillment	YES/NO 15
English	Certificate	Level	B1: 2 B2: 5 5
Processing of documentation	Curriculum vitae	Requirement fulfillment	YES/NO 5

Control and update of files.	Curriculum vitae	Requirement fulfillment	YES/NO	5
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				70
MAXIMUM TOTAL SCORE IN INTERVIEW				30
MAXIMUM TOTAL SCORE				100

(1) Not subsanable

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

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