

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	29/04/2024	08/05/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Degree/Equivalent in Business Management and Administration (Exclusive requirement: provide justification with the application).	
VALUED MERITS / SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> • Experience in management of clinical trial contracts in Research Institutes. • Experience in supporting Clinical Research Ethics Committees. • Experience in the use of CTIS (Clinical Trial Transformation System). • Experience in the use of computerized management tools in foundations. 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	May	Full time 1575 hours per year (approx. 35h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
28.741,05 €, without prejudice to the basic update established in state legislation for 2024.		6 months
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Central Support Unit
JOB DETAILS		
OFFER DESCRIPTION		
Research support technician		
FUNCTIONS		
<ul style="list-style-type: none"> • Processing of clinical trials • Contract follow-up • Support to Clinical Research Ethics Committees (support in the preparation of meetings, agendas, minutes). • Use of CTIS (Clinical Trial Transformation System) and SIC-CEIC. • -Use of computerized management tools in foundations. 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Central support unit/Clinical trials	Direction and Structure
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE
<ol style="list-style-type: none"> 1. Admission of applications. 2. Competition phase 3. Interview pase: Minimum score to pass to interview 40. Maximum number of applicants to interview 2 4. Report of the Tribunal. 5. Resolution. 		NOT
Note: in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.		



SELECTION BOARD				
<ul style="list-style-type: none"> • President: Galo Peralta Fernández, Principal Investigator • Member: Marcos López Hoyos, Scientific Director • Member and secretary: María José Marin Vidalled, IDIVAL Technology Services Coordinator. 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in management of clinical trial contracts in Research Institutes.	Curricular	Months worked	1 point per month worked	15
Experience in supporting Clinical Research Ethics Committees.	Curricular	Merit fulfillment	YES/NO	15
Experience in the use of CTIS (Clinical Trial Transformation System).	Curricular	Merit fulfillment	YES/NO	15
Experience in the use of computerized management tools in foundations.	Curricular	Merit fulfillment	YES/NO	15
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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