

**BASES AND CALL FOR THE SELECTIVE PROCESS FOR THE CONSTITUTION OF
A TEMPORARY EMPLOYMENT EXCHANGE FOR PERSONNEL IN THE
CATEGORY OF MEDIUM MANAGEMENT TECHNICIAN.**

IDIVAL/CONV/01/2024

The Marqués de Valdecilla Institute Foundation (IDIVAL) is a private foundation belonging to the public foundation sector. IDIVAL promotes and develops biomedical research and innovation in the biosanitary environment of Cantabria, with the Marqués de Valdecilla University Hospital as its epicentre. IDIVAL was created with the aim of seeking solutions to health problems and contributing to scientific, educational, social and economic development.

Within the framework of the regulation of the Statutes of the Foundation and its personnel selection procedures, a selection process is hereby announced for the formation of a temporary employment pool for personnel in the category of Management Technician, in accordance with the following:

RULES

1. Purpose of the call for applications.

The purpose of this call is the constitution of an employment exchange in order to contract, on a temporary and full-time basis, the vacancies that arise in the category of Medium Management Technician, and whose contracts are pending stabilisation through competitive examination, or whose positions are temporarily vacant due to temporary disability, maternity, paternity, leaves of absence or similar situations. The unit and functions to be performed are set out in Annex I.

The selection procedure will be by competition. The offer of employment corresponding to this call for applications will be published on the Foundation's own website, at the address www.idival.org, where, in addition to the information relating to these conditions and the call for applications, any actions arising during its development will also be published.

2. Requirements for applicants

In order to be admitted to the selection process, applicants must meet the following requirements on the date of the deadline for submitting applications, and must maintain the following requirements until the employment contract is formalised:

2.1. Have Spanish nationality or be a national of one of the other Member States of the European Union or a national of any State to which, by virtue of the International Treaties concluded by the European Union and ratified by Spain, the free movement of workers is applicable in the terms established in article 57 of the revised text of the Basic Statute of the Public Employee, approved by Royal Legislative Decree 5/2015, of 30 October.

Also eligible to participate, whatever their nationality, are the spouses of Spanish nationals and nationals of other Member States of the European Union, and when the corresponding Treaty so provides, the spouses of nationals of any state to which, by virtue of the International Treaties



concluded by the European Union and ratified by Spain, the free movement of workers is applicable, provided that they are not legally separated. Likewise, under the same conditions, their descendants and those of their spouse, under the age of twenty-one or over that age who live at their expense, may also participate.

Likewise, foreigners with legal residence in Spain may be admitted as employees under the same conditions as Spaniards.

2.2. Be at least sixteen years of age and not have reached the age of compulsory retirement.

2.3. To have the functional capacity to carry out the functions corresponding to the post advertised, for which purpose they must not suffer from illness or be affected by any physical or mental limitation that is incompatible with the performance of the functions of the post advertised.

2.4. Not to have been dismissed by means of disciplinary proceedings from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor to have been subject to disciplinary dismissal in any company or foundation of the autonomous public sector, nor to be in absolute or special disqualification for public posts or positions by judicial decision, for access to the body or scale of civil servants, or to exercise functions similar to those they performed in the case of employment personnel, in which they had been dismissed or disqualified. If you are a national of another State, you must not be disqualified or in an equivalent situation, nor have been subjected to a disciplinary or equivalent sanction that prevents, in your State, in the same terms, access to public employment.

2.5. Be in possession of the corresponding diploma for the post for which he/she is applying, in accordance with the terms set out in Annex I. The equivalences of the qualifications claimed that are not of a general nature must be justified by the interested party. Likewise, in the case of qualifications obtained abroad, the applicant must be in possession of the credential that accredits their homologation.

2.6. The performance of the temporary coverage of the position called will be subject to Law 53/1984, of 26 December, on Incompatibilities of personnel in the service of the Administrations.

3. Applications

3.1. Those wishing to take part in this call for applications must complete the application form electronically using the official application form that will be available on the Foundation's website (www.idival.org).

3.2. The deadline for submission of applications will be 10 calendar days from the date of publication of this call for applications.

3.3. With the application, the candidate must include, in digital format and through the aforementioned web platform, the justification of the requirements demanded in the call for applications as set out in point 2.

In addition, the applicant must also attach an updated employment record and complete a self-assessment questionnaire to which the documentation accrediting each of the merits invoked must be attached in digital format in order to be assessed in accordance with the terms of section 6.



Any merit that has not been duly justified in due time and form in accordance with the terms established in these conditions will not be taken into account.

In this sense, with regard to the merits that, if applicable, may be claimed by the candidates for their assessment in this selection process, they must be accredited with documentation in the terms established in the sixth base of this call for applications, without the selection board being able to presume the existence of any merit other than those alleged and justified in documentation within the period for the presentation of applications, and any lack or defect in the accreditation of the merits that prevents the selection board from assessing them on equal terms with respect to the other candidates shall be the sole responsibility of the candidate.

Once the deadline for the submission of applications has expired, no new documentation will be accepted for the accreditation of alleged merits, even if they refer to events occurring prior to the expiry of said deadline, except that which is necessary in order to rectify material errors in the documentation provided at the time of submission of applications.

3.4. All the steps carried out in the registration process will automatically generate an e-mail that will be sent to the e-mail address provided in the application form.

3.5. Failure to submit the application form in due time and form together with the compulsory justifications described in point 3 will result in the exclusion of the applicant.

3.6. The personal data collected in the application for admission will be processed for the sole purpose of managing the selective tests and the communications necessary for this purpose.

IDIVAL is responsible for the processing of this data. Applicants' data protection rights may be exercised by contacting the data controller by e-mail at the following address: rgpd@idival.org, or by means of a written request accompanied by an ID card.

4. Admission of applicants

4.1. At the end of the period for the submission of applications, the Director of Management of the Foundation will publish on the IDIVAL website (www.idival.org), the provisional list of applicants admitted and, where appropriate, excluded, indicating in the latter case the reason for exclusion.

4.2. Excluded applicants shall have a period of 5 calendar days, starting on the day following the day after the publication of the provisional list of admitted candidates, to rectify the defect that has led to their exclusion, in the event that the defect can be rectified. The correction shall also be made via the website.

4.3. The definitive list of applicants admitted and, if applicable, excluded, will be published by the Director of Management of the Foundation on the IDIVAL website, indicating in the latter case the reason for exclusion.

4.4. The fact of appearing on the list of those admitted does not prejudice that the interested parties are recognised as having the requirements demanded in base 2. When the documentation to be submitted in the event of being selected for a substitution or vacancy shows that they do not possess any of the requirements, the interested parties will lose all rights that may derive from their participation.



5. Selection board

5.1. The selection body will be made up of five members and their respective substitutes: a President, three members and a secretary, with voice, but without vote. The composition of the selection board will ensure compliance with the principle of speciality, so that at least two of the members must have qualifications corresponding to the area of knowledge required for entry into the employment exchange of the professional category that is the object of the call for applications.

5.2. The members of the Selection Board, as well as their substitutes, will be appointed by the Director of Management of the Foundation, and must be career civil servants, permanent statutory staff or permanent employment staff in the service of public sector entities.

5.3. The composition of the Selection Board shall aim at the principle of balanced representation of women and men, unless this is not possible for justified and objective reasons.

5.4. In accordance with article 14 of the Spanish Constitution, the Selection Board shall ensure compliance with the principle of equal opportunities for both sexes.

5.5. The Selection Board will be constituted, having been convened by the President, with the attendance of the President and the Secretary, and that of at least half plus one of its members.

5.6. From the moment of its constitution, in order to act validly, the Tribunal will require the presence of the absolute majority of its members, the presence of the President and the Secretary being essential in all cases.

5.7. During the assessment process, the Selection Board will be competent to resolve all questions arising from the application of these rules, as well as the form of action in cases not foreseen in the same.

5.8. The members of the Selection Board will observe confidentiality and professional secrecy in all matters dealt with in the meetings, and may not use the information they possess referring to this selection process outside of the meetings.

6. Assessment of merits

6.1. The selection will be carried out by means of the competition system, with a maximum score of 100 points.

6.1.1. Regulated training: (Maximum score 5 points)

- For being in possession of official qualifications (training cycle, degree, bachelor's degree, diploma or similar), other than the one presented for admission, and related to the functions of the call for applications.

6.1.2. Continuing training: (Maximum 15 points)

- For training programmes related to the duties of the post for which the candidate is applying and with a minimum of 300 hours, a score of 0,5 point per 100 hours will be awarded.

- Courses in office automation or Internet will not be taken into account if the certificate was issued or, in the absence of such a certificate, was held more than 10 years before the date of publication of this call for applications.



- A photocopy (front and back) of the certificate of attendance or completion of the courses must be provided, stating the subjects or modules covered by the training and their duration in hours or, failing this, the equivalence in hours of their merits. Courses in which the number of hours is not indicated or in which the number of hours is less than 20 will not be assessed.

- The relationship between the training and the post will be determined at the discretion of the selection board, taking into account these rules. The documentation submitted must be sufficiently precise to accredit its suitability for the functions of the post to be filled.

6.1.3. Professional experience: accredited work experience will be assessed in accordance with the following criteria (maximum score 80 points):

- For services rendered as a Management Technician in public sector entities: 0.50 points per full month worked full time.

- In the case of part-time work, the score will be reduced proportionally according to the length of the working day. This proportional reduction will not be applied in the event of a reduction in the working day due to legal guardianship of minors or direct care of family members.

- With regard to paragraphs (a) and (b), services rendered in the same category in equivalent institutions of the public health system of the European Union will be recognised in the same way.

7. List of applications and constitution of the employment pool.

7.1. Once the list of those admitted to the employment exchange has been published and the period for rectification of the requirements that allow them to form part of the employment exchange has passed, the process of evaluation of merits will begin.

7.2. Only merits that have been provided in digital format up to the closing date of the call for applications will be evaluated. It will not be possible to provide merits after this date. Incomplete or blurred merits, or merits that do not correspond to what is described in the self-assessment form will not be evaluated.

7.3. The final score will be determined by the sum total of the scores obtained, according to the scale established in the sixth basis of this call for applications. Any possible ties that may occur between two or more applicants will be resolved on the basis of the highest score obtained in the section on professional experience and, if the tie persists, the candidate with the highest age. In the absence of the above, the alphabetical order shall be the final tie-breaking criterion.

7.4. Once the merits assessment process has been completed, the Tribunal will draw up the provisional list of scores of the candidates in descending order, which will be published on the IDIVAL website (www.idival.org).

7.5. Interested parties will have a period of 5 calendar days from the day after the publication of the provisional list to rectify or make allegations regarding the data contained therein. Claims may not involve the invocation or accreditation of merits other than those included in the application.



7.6. Once the aforementioned period has elapsed, the Tribunal will report on the allegations presented by the interested parties and will submit to the Director of IDIVAL the proposal for the definitive list of candidates in descending order of score.

7.7. The Director of Management will proceed to definitively approve the list of scores and the resulting employment exchange, which will be made public on the Foundation's website with the final score.

7.8. The list resulting from this process will remain in force until the publication of a new extraordinary list to replace the previous one or until the Tribunal agrees to its expiry by majority agreement of its members. This extraordinary list will in no case replace the list that may result from the corresponding selective process, being supplementary to it from the moment of its approval.

8. Recruitment and management of the employment exchange.

8.1. Within a maximum period of 3 working days from when a member of the employment exchange is called to cover a vacancy or substitution, the following documentation must be presented at the IDIVAL Registry:

- a) Original and photocopy, or certified copy, of the National Identity Card or passport in force.
- b) Sworn statement or promise not to have been dismissed by disciplinary proceedings from any Public Administration, nor to have been subject to disciplinary dismissal in any public sector company or foundation, nor to have been disqualified from the exercise of public functions. Applicants who are not Spanish nationals must present a sworn declaration or promise that they are not subject to any disciplinary sanction or criminal conviction that would prevent them from accessing the civil service in their country.
- c) Original and photocopy, or certified copy, of the qualifications and merits invoked in the call for applications.

8.2. Those who, within the period indicated, do not present the documentation or from the same, it is deduced that they lack any of the requirements demanded or merits invoked, may not be hired, and all their actions will be annulled and therefore expelled from the employment exchange, without prejudice to the responsibility they may have incurred due to falsehood in their application for participation.

8.3. Those who have already presented this documentation for a previous contract and who are still in force will be excluded from presenting it.

8.4. The operation of the employment exchange shall be subject to the limits established for temporary hiring by the labour legislation in force at the time of hiring, as well as to Law 53/1984, of 26th December, on incompatibilities of personnel in the service of public administrations and its applicable regulations in the Autonomous Community of Cantabria.

8.5. The provisions of the Statute of Workers, as well as the labour regulations in force at the time of recruitment, shall be applicable to the labour relations resulting from this exchange.

8.6. Applicants who become part of the pool will be called in cases where their temporary employment is necessary.



8.7. The notification of the call to the corresponding candidate will be made by telephone, to the contact number given in the application. If the candidate rejects the call, either by express declaration or by omission to respond to the call made, or if the notification by telephone of the said proposal is attempted three times at different times of the day and is unsuccessful, the call will be made to the next candidate on the list, and so on successively.

8.8. Unjustified resignation (either by express action or omission) to cover or perform the post offered will lead to definitive exclusion from the list. For these purposes, the following are understood to be justified causes for resignation, provided that they are accredited: pregnancy of more than six months, temporary incapacity and the provision of an employment relationship, whether self-employed or employed, and those situations that may be cause for paid leave, except for holidays or days of free disposal.

8.9. The definitive exclusion will be communicated to the affected person in a reliable manner, granting a period of 10 calendar days for correction and allegations.

8.10. If the recruitment is very urgent, a single call will be made, moving on to the next on the list, if communication cannot be established. In these circumstances, exclusion from the list may not result in exclusion from the pool. A call is considered to be very urgent when it must be resolved within two days.

8.11 It will be an indispensable condition for all members of the pool to proceed, prior to their recruitment, to the collation of the original documentation corresponding to the admission requirements and merits subject to scoring in the selective process in accordance with the conditions set out in this base.

9. Final rule

9.1. The Selection Board is responsible for the functions relating to the specific determination of the content of the merits and the classification of the candidates, as well as, in general, the adoption of any measures that may be necessary in order to ensure the correct development of the call for applications. The Tribunal will be competent to resolve all questions arising from the application of these rules.

In Santander, on the date of electronic signature

The Director of Management of IDIVAL

S.D.: Galo Peralta Fernández



ANNEX I

Functions and dependence on the category/position

- Place of work: The usual places of work are the central services of IDIVAL and units dependent on it, with travel to other places of work, depending on the needs of the activity.
- Professional category: Medium Technician. Category equivalent to B-9.
- Required qualification: First cycle university degree (Degree, Diploma or equivalent).
- Reporting to: Director of Management.
- Duties: Development of project management and promotion tasks, specifically tasks related to invoicing, documentation management, face-to-face and telephone communication with researchers, promoters and staff, invoicing, dissemination, advice, monitoring and justification of projects, agreements and contracts, preparation of reports and statistics, as well as any other similar functions that may be entrusted to him/her.

