

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
2019.174	26/11/2021	05/12/2021
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Technician of Administration and Finance and Technician of administration of computer Systems	
EXPERIENCE	Experience as administrative support in the are of clinical trials of medical oncology	
VALUED MERITS /SKYLLS		
FURTHER	Knowledge of Excel (office automation)	
EXPERIENCE	Database management At least 2 years of administrative support in EECC oncology	
LANGUAGES	Intermediate level of English	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
To research project	January 2022	FULL TIME (40h week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
19.419,38€		6 Months /Years extendable according to Project and economic availability
WORK LOCATIONS		UNIT/DEPARTMENT
EDIF.VALDECILLA SUR, 2ªPLANTA, CONSULTAS DE ONCOLOGÍA		SERVICIO DE ONCOLOGÍA MÉDICA HUMV
OFFER DESCRIPTION		
Research support technician		
DESCRIPTION OF THE TASKS IN THE PROJECT		
Administrative support for the Clinical Research Unit of the Medical Oncology Service		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Fernando Rivera Herrero	Ensayos Clínicos, Oncología Médica y Medicina Paliativa	2020.407. Phase II, Rndomized, Double-blind, Placebo-controlled trial of Durvalumab and Neoadjuvant - Adjuvant FLOT Chemotherapy followed by Adjuvant Durvalumab in patients with resectable gastric and gastroesophageal junction cancer (GC/GEJC) (MATTERHORN).
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE
Preselección Entrevista: máximo candidatos a entrevistar: 3. Puntuación mínima para esta fase: 30 Informe del Tribunal		NOT

Resolución				
SELECTION BOARD				
<ul style="list-style-type: none"> • Fernando Rivera, Project´s Main Researcher • Galo Peralta, IDIVAL´s Management Director • Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board). 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Intermediate level of English	Curriculum	Compliance with the requirement	Yes/No	5
Database management	Curriculum	Compliance with the requirement	Yes/No	5
Knowledge of Excel (office automation)	Curriculum	Compliance with the requirement	Yes/No	20
2 years of experience as a oncology eecc support.	Curriculum	Compliance with the requirement	Yes/No	30
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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