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
• **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 concology 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"