

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	01/09/2022	10/09/2022
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Bachelor's Degree + Official Master's Degree / equivalent, in Economics or Law	
VALUED MERITS /SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> • Experience in Contracting Management in Research Institute. • Experience in drafting contracting specifications. • Experience in management of major contracts. • Experience in management of minor contracts. • Experience in invoice management. • Experience in the use of computerized management tools in foundations. 	
FORMATION	Master's degree in the healthcare field	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Replacement	16 september	Full (35h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
24.940,88 €		Until end of replacement cause
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Central Support Unit
OFFER DESCRIPTION		
ASSISTANT SENIOR ADMINISTRATIVE TECHNICIAN		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<p>Advice, monitoring, development and justification of grants, projects, agreements and contracts; support in the design of budgets; management of the contracting of services and supplies in accordance with the legislation on public sector contracts and the Foundation's relations with other administrative bodies; tasks of requesting, receiving, sending information and invoicing; preparation of reports and statistics in its field; as well as any other similar tasks entrusted to it.</p>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT

Galo Peralta Fernández	Central Support Unit	Management and Structure		
RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
Pre-selection Interview: maximum number of candidates to be interviewed: 2 Minimum score for this phase: 40 Report of the Selection Board Resolution				NOT
SELECTION BOARD				
<ul style="list-style-type: none"> • Galo Peralta Fernández, Principal Investigator of the Project • Marcos López Hoyos, Scientific Director • Patricia Álvarez Ingelmo, Human Resources Coordinator (will act as Secretary of the Tribunal) 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in Contracting Management in Research Institute	Curricular	Months worked	1 point per month worked	20
Experience in drafting contracting specifications	Curricular	Merit fulfillment	1 point per month worked	6
Experience in management of major contracts	Curricular	Merit fulfillment	YES/NO	6
Experience in the management of small contracts	Curricular	Merit fulfillment	YES/NO	6
Experience in invoice management	Curricular	Merit fulfillment	YES/NO	6
Experience in the use of computerized management tools in foundations.	Curricular	Merit fulfillment	YES/NO	6
Master's degree in the healthcare field	Curricular	Merit fulfillment	YES/NO	10
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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