

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
CSI22/83	12/04/2023	21/04/2023
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Degree or equivalent ( <i>Excluding requirement: provide justification with the application</i> )	
OTHERS REQUIREMENTS	English level B2, or higher ( <i>Excluding requirement: provide justification with the application</i> )	
VALUED MERITS /SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> <li>• Management experience</li> <li>• Training experience</li> </ul>	
OTHERS	<ul style="list-style-type: none"> <li>• Graphic design and video editing skills</li> <li>• Computer programming, web design and video conferencing skills</li> </ul>	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Indefinite in accordance with Article 23 Bis of Law 14/2011, of June 1, 2011, on Science, Technology and Innovation.	May 2023	Full time (40h/week)
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT	
24.621,34 €	It will depend on the duration of the project and the economic availability based on RDL8/2022.	
WORK LOCATIONS	UNIT/DEPARTMENT	
IDIVAL/HUMV	Training Area	
OFFER DESCRIPTION		
Research Support Technician		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> <li>• Support for the development of training and dissemination programs in the field of research and innovation of IDIVAL such as Precision Medicine Forum, Santander Biomedical lectures, Synergies, Progress Reports, Master of Management and Management of Innovation in Health, Monographic courses and seminars.</li> <li>• The support tasks are carried out from Monday to Saturday and include: communication with sponsors, coordinators and teachers, collection of information, preparation of minutes and payment of expenses, preparation of dissemination materials (posters, triptychs) dissemination of the events (by RRSS, web, mailing), management of the corresponding websites, recording and attention to training both in person in the IDIVAL environment, as in other national or foreign places, and online, management of sessions using online platforms, preparation of spaces for face-to-face sessions, preparation of teaching and certification accreditations, management of documentation, accreditation of activities, travel management and layout of documents.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Training Area	Forum IDIVAL

RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
<b>Preselection</b> <b>Interview: maximum candidates to interview: 3. Minimum score for this phase: 40</b> <b>Report of the Tribunal</b> <b>Resolution</b>				<b>NOT</b>
SELECTION BOARD				
<ul style="list-style-type: none"> <li>• Galo Peralta, Project´s Main Researcher</li> <li>• Natalia Puente, Project Technician</li> <li>• Patricia Álvarez-Ingelmo, HR coordinator (will act as Registrar of the Tribunal)</li> </ul>				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Management experience	Curriculum	Requirement fulfilment	1 point per month worked	20
Training experience	Curriculum	Requirement fulfilment	0,25 point per course of minimum 10 hours	15
Graphic design and video editing skills	Curriculum	Requirement fulfilment	YES/NOT	15
Computer programming, web design and video conferencing skills	Curriculum	Requirement fulfilment	YES/NOT	10
FINAL SCORE				
<b>MAXIMUM TOTAL SCORE BY MERITS</b>				<b>60</b>
<b>MAXIMUM TOTAL SCORE IN INTERVIEW</b>				<b>40</b>
<b>MAXIMUM TOTAL SCORE</b>				<b>100</b>

(1) Not subsanable

(2) See duration of each phase in the document "Selection Process"

*In compliance with the provisions of Article 11 of Organic Law 3/2018, you are informed that the person responsible for the processing of your personal data is the MARQUES DE VALDECILLA INSTITUTE OF INVESTIGATION FOUNDATION (IDIVAL), your data will be treated in order to be treated to the extent that they were necessary or convenient for the development of the legal relationship established between the parties. You can exercise your rights of access, rectification, deletion, opposition, portability or limitation of the treatment, by contacting the IDIVAL FOUNDATION at the following address: AVDA. CARDENAL HERRERA ORIA, 5 / N 39007, SANTANDER. More information at [www.idival.org/es/Politica-de-Privacidad](http://www.idival.org/es/Politica-de-Privacidad).*