

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	12/04/2024	21/04/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Degree (or equivalent) in Labor Relations, Law or Psychology (<i>Justification must be provided with the application</i>).	
VALUED MERITS / SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> • Experience in managing job offers in Research Institutes. • Experience in drafting and processing employment contracts. • Experience in management of medical examinations and training in occupational hazards. • Experience in the use of computerized management tools in foundations. 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	29/04/2024	Full time. 1575 hours per year (aprox. 35 h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
28.741,05 € without prejudice to the basic update established in state legislation for 2024.		3 months
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Unidad Central de Apoyo
JOB DETAILS		
OFFER DESCRIPTION		
Human resources support technician		
FUNCTIONS		
<ul style="list-style-type: none"> • Drafting, review and publication of job offers. • Review of applications and processing of reports and resolutions. • Processing of contracts, extensions and prolongations. • Configuration of economic costs of payroll for each project. • Advice on labor matters to IDIVAL staff. • Management of the human resources module in Fundanet. • Support to the Human Resources Coordinator. 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Central Support Unit	Direction and Structure
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE



1. Admission of applications. 2. Competition phase. 3. Interview phase: maximum number of candidates to be interviewed: 2. Minimum score for this phase: 40 4. Report of the Tribunal. 5. Resolution. Note: in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.				NOT
SELECTION BOARD				
<ul style="list-style-type: none"> • President: Galo Peralta Fernández, Principal Investigator of the Project. • Member: Marcos López Hoyos, Scientific Director. • Member and secretary: Maria José Marín Vidalled, Coordinator of the Technological Services of IDIVAL. 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in managing job offers in Research Institutes.	CV	Months worked	1 point per month worked	20
Experience in drafting and processing labor contracts	CV	Merit fulfillment	Yes / Not	15
Experience in the management of medical examinations and training in occupational risks	CV	Merit fulfillment	Yes / Not	10
Experience in the use of computerized management tools in foundations.	CV	Merit fulfillment	Yes / Not	15
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”

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, S / N 39007, SANTANDER. More information at www.idival.org/es/Politica-de-Privacidad

Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

