

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	20/03/2025	29/03/2025
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"> <li>• Experience in human resource management</li> <li>• Experience in the use of computer management tools in</li> <li>• Management training</li> <li>• English level</li> </ul>	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	April 2025	Full time. 1575 hours per year (aprox. 35 h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
29.458,18 €, without prejudice to the basic update established in state legislation for 2024.		3 months extendable for another 3
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Unidad Central de Apoyo
JOB DETAILS		
OFFER DESCRIPTION		
Human resources support technician		
FUNCTIONS		
<ul style="list-style-type: none"> <li>• Drafting, review and publication of job offers.</li> <li>• Review of applications and processing of reports and resolutions.</li> <li>• Processing of contracts, extensions and prolongations.</li> <li>• Configuration of economic costs of payroll for each project.</li> <li>• Advice on labor matters to IDIVAL staff.</li> <li>• Management of the human resources module in Fundanet.</li> <li>• Support to the Human Resources Coordinator.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Central Support Unit	Direction and Structure
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE



<b>1. Admission of applications.</b> <b>2. Competition phase.</b> <b>3. Interview phase:</b> maximum number of candidates to be interviewed: 2. Minimum score for this phase: 40 <b>4. Report of the Tribunal.</b> <b>5. Resolution.</b>  <b>Note:</b> in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.				<b>NOT</b>
<b>SELECTION BOARD</b>				
<ul style="list-style-type: none"> <li>• <b>President:</b> Galo Peralta Fernández, Managing Director.</li> <li>• <b>Member:</b> Marcos López Hoyos, Scientific Director.</li> <li>• <b>Member and secretary:</b> Maria José Marín Vidalled, Coordinator of the Technological Services of IDIVAL.</li> </ul>				
<b>VALUATION OF MERITS</b>				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in human resource management	CV	Months worked	2,5 ptos por mes trabajado	30
Experience in the use of computer management tools in	CV	Merit fulfillment	SI/NO	10
Management training	CV	Merit fulfillment	SI/NO	10
English level	CV	Merit fulfillment	SÍ/NO	Level B2 5 Level C1 or higher 10
<b>FINAL SCORE</b>				
<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"

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Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

