

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
APG/02	18/09/2020	27/09/2020
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS:		
ACADEMIC DEGREE	Graduate: in Statistics/equivalent	
VALUED MERITS /SKYLLS		
FURTHER	Senior Technician in Administration and Finance	
EXPERIENCE	Experience in health research. Experience in coordination of clinical trials. Experience in managing databases. Experience in administrative functions.	
LANGUAGES	English	
OTHERS	Extensive knowledge in administration. Good management of office tools. Good management of statistical programs.	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Research Project	October	Full Time (35h)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
20.126,32€		4 months (extendable depending on the Project and the economic availability)
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Psychiatry
OFFER DESCRIPTION		
Research Support Technician		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> <li>• Preparation of questionnaires.</li> <li>• Listing management.</li> <li>• Data processing.</li> <li>• Management of statistical programs.</li> <li>• Data analysis.</li> <li>• Support the team in statistical.</li> <li>• Reporting.</li> <li>• Presentation of results.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Rosa Ayesa	Psychiatry	Impact of COVID-19 on the mental health of Primary Care staff in Cantabria. Study Co-Prim Cantabria. (PRIMVAL20/08)
RECRUITMENT INFORMATION		

SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
<b>Preselection:</b> <b>Inverview: 5 those with the highest score</b> <b>Tribunal report:</b> <b>Resolution:</b>				<b>NOT</b>
SELECTION BOARD				
<ul style="list-style-type: none"> <li>• <b>Rosa Ayesa, Project´s Main Researcher</b></li> <li>• <b>Galo Peralta, IDIVAL´s Management Director</b></li> <li>• <b>Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board).</b></li> </ul>				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Senior Technician in Administration and Finance	Accreditative document	Requirement fulfillment	Yes/not	<b>18</b>
Experience in health research.	CV	Requirement fulfillment	Yes/not	<b>5</b>
Experience in coordination of clinical trials.	CV	Requirement fulfillment	Yes/not	<b>5</b>
Experience in managing databases	CV	Requirement fulfillment	Yes/not	<b>5</b>
Experience in administrative functions	CV	Requirement fulfillment	Yes/not	<b>5</b>
Extensive knowledge in administration.	CV	Requirement fulfillment	Yes/not	<b>5</b>
Good management of office tools	CV	Requirement fulfillment	Yes/not	<b>5</b>
Good management of statistical programs.	CV	Requirement fulfillment	Yes/not	<b>5</b>
English	CV	Level	<b>B2: 5</b> <b>C1 or superior: 7</b>	<b>7</b>
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"

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