JOB OFFER

REFERENCE	OPENING DATE	DEADLINE
2019.127	13/12/2021	22/12/2021

PROFILE REQUIREMENTS

EXCLUSIVE REQUIREMENTS:

ACADEMIC DEGREE	Bachelor's degree/equivalent in computer science/business administration and management

VALUED MERITS /SKYLLS

FORMATION	• Advanced user level office automation • Specialist degree in administrative management of clinical trials
EXPERIENCE	• Financial management. • Clinical trials administrative work. • Database and documentation management. • Contract review and negotiation support. • Documentation processing. • File control and updating.
LANGUAGES	English level

CONTRACT INFORMATION

TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Research Project	17/1/2022	Full time 35 hours/week

ANNUAL GROSS SALARY	DURATION OF THE CONTRACT
20.307,46 €	3 months (extendable depending on the project and financial availability)

WORK LOCATIONS	UNIT/DEPARTMENT
Pabellón 20, consultas y planta de Hematología. Unidad de Ensayos Clínicos	Hematology/Clinical Trials

OFFER DESCRIPTION

Research Support Technician

DESCRIPTION OF THE TASKS IN THE PROJECT

- Support to the hematologist and coordinator in the development of the clinical trial.
- Handling of all documentation related to clinical trials.
- Financial management of resources.
- Contract review.
- File and database maintenance.

PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT

Dr Enrique María Ocio San Miguel	Hematological Neoplasms and Hematopoietic Progenitor Transplantation	**2019.127 Dose escalation, safety, pharmacokinetics, pharmacodynamics, and preliminary efficacy study of SAR650984 (isatuximab) administered intravenously in combination with bortezomib dosing regimens in newly diagnosed adult patients with multiple myeloma ineligible for transplant or without immediate intent to transplant.**

RECRUITMENT INFORMATION		

SELECTION PROCESS STAGES (2)	**EMPLOYMENT EXCHANGE**
Pre-selection **Interview: maximum number of candidates to be interviewed: 5.** **Report of the Tribunal** **Resolution**	**YES**

SELECTION BOARD
• **Enrique Ocio San miguel Project´s Main Researcher** • **Galo Peralta Fernández, IDIVAL Management Director** • **Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator**

VALUATION OF MERITS				
MERITS	**EVALUATION**	**SCORE**		**MAXIMUM**
Office automation advanced user level	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**10**
Specialist degree in administrative management of clinical trials	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**5**
Financial management	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**15**
Database management and documentation	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**5**
Contract review and negotiation support.	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**5**
Experience in administrative work in Clinical Trials	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**15**
English	**Certificate**	**Level**	**B1: 2** **B2: 5**	**5**
Processing of documentation	**Curriculum vitae**	**Requirement fullfilement**	**YES/NO**	**5**

Control and update of files.	Curriculum vitae	Requirement fullfilement	YES/NO	5
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				**70**
MAXIMUM TOTAL SCORE IN INTERVIEW				**30**
MAXIMUM TOTAL SCORE				**100**

(1) Not subsanable
(2) See duration of each phase in the document "Selection Process"