

| JOB OFFER | | |
|--|---|--------------------------|
| REFERENCE | OPENING DATE | DEADLINE |
| DIREC-Y-GEST | 17/02/2022 | 26/02/2022 |
| PROFILE REQUIREMENTS | | |
| EXCLUSIVE REQUIREMENTS: (1) | | |
| ACADEMIC DEGREE | Bachelor's degree + Official Master's degree, or equivalent | |
| VALUED MERITS /SKYLLS | | |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience in Project Management in Research Institutes. • Experience in processing Donation Agreements. • Experience in processing service contracts. • Experience in processing sponsorship contracts. • Experience in Management of private competitive grants. • Experience in budget management of research projects. • Experience in invoicing. • Experience in the use of computerized management tools in foundations. | |
| CONTRACT INFORMATION | | |
| TYPE OF CONTRACT | EXPECTED INCORPORATION DATE | JOB STATUS |
| Fixed-term | 05/03/2022 | Full (35h/week) |
| ANNUAL GROSS SALARY | | DURATION OF THE CONTRACT |
| 31.371,73 € | | 2 months |
| WORK LOCATIONS | | UNIT/DEPARTMENT |
| IDIVAL | | Central Support Unit |
| OFFER DESCRIPTION | | |
| PRIVATE FUNDS TECHNICIAN | | |
| DESCRIPTION OF THE TASKS IN THE PROJECT | | |
| <ul style="list-style-type: none"> • Review and processing of Donation Agreements. • Review and processing of service contracts and sponsorship contracts. • Management of private competitive grants. • Budget management of research projects. • Invoicing. • Support to the Senior Technician of Private Projects | | |
| PRINCIPAL INVESTIGATOR / RESPONSABLE | RESEARCH GROUP | RESEARCH PROJECT |
| Galo Peralta Fernández | Central Support Unit | Management and Structure |

| RECRUITMENT INFORMATION | | | | |
|--|-------------------|-------------------|------------------------|----------------------------|
| SELECTION PROCESS STAGES (2) | | | | EMPLOYMENT EXCHANGE |
| Pre-selection Interview: maximum number of candidates to be interviewed: 2 Minimum score for this phase: 40 Report of the Selection Board Resolution | | | | NOT |
| SELECTION BOARD | | | | |
| <ul style="list-style-type: none"> • Galo Peralta Fernández, Principal Investigator of the Project • Marcos López Hoyos, Scientific Director • Patricia Álvarez Ingelmo, Human Resources Coordinator (will act as Secretary of the Tribunal) | | | | |
| VALUATION OF MERITS | | | | |
| MERITS | EVALUATION | SCORE | | MAXIMUM |
| Project Management Experience in Research Institutes | Curricular | Months worked | 1 pt. per month worked | 18 |
| Experience in processing Donation Agreements | Curricular | Merit fulfillment | YES/NO | 6 |
| Experience in the processing of contracts for services and benefits. | Curricular | Merit fulfillment | YES/NO | 6 |
| Experience in processing sponsorship contracts. | Curricular | Merit fulfillment | YES/NO | 6 |
| Experience in Management of private competitive grants | Curricular | Merit fulfillment | YES/NO | 6 |
| Experience in budget management of research projects | Curricular | Merit fulfillment | YES/NO | 6 |
| Billing experience | Curricular | Merit fulfillment | YES/NO | 6 |
| Experience in the use of computerized management tools in foundations. | Curricular | Merit fulfillment | YES/NO | 6 |
| 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"

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