

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	22/02/2022	03/03/2022
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Bachelor's Degree + Official Master's Degree, or equivalent, in Labor Relations, Law or Psychology.	
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 contract extensions. • Experience in salary cost management. • Experience in the use of computerized management tools in foundations. 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Fixed-term	16/03/2022	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		
HUMAN RESOURCES TECHNICIAN		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<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 payroll costs for each research project. • Calculation of costs according to the different salary tables. • Advice on labor matters to IDIVAL personnel. • 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	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
Experience in management of job offers in Research Institutes.	Curricular	Months worked	1 pt. per month worked	20
Experience in drafting labor contracts	Curricular	Merit fulfillment	1 pt. per month worked	9
Experience in contract extension management.	Curricular	Merit fulfillment	YES/NO	9
Experience in salary cost management.	Curricular	Merit fulfillment	YES/NO	9
Experience in the use of computerized management tools in foundations.	Curricular	Merit fulfillment	YES/NO	13
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/Política-de-Privacidad