

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	01/08/2022	10/08/2022
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Labor Relations Degree	
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 medical examinations and training in occupational hazards. • Experience in managing calls for public subsidies for recruitment of personnel. • Experience in the use of computerized management tools in foundations. 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	August	Full (35h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
27.499,52€		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 point per month worked			12
Experience in drafting labor contracts		Curricular		Merit fulfillment		1 point per month worked			12
Experience in management of medical examinations and training in occupational risks		Curricular		Merit fulfillment		YES/NO			12
Experience in managing calls for public subsidies for hiring personnel.		Curricular		Merit fulfillment		YES/NO			12
Experience in the use of computerized management tools in foundations.		Curricular		Merit fulfillment		YES/NO			12
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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