

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	16/08/2022	25/08/2022
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Degree + Official Master's Degree / equivalent, in Economics or Law	
VALUED MERITS /SKYLLS		
EXPERIENCE	<ul style="list-style-type: none"> • Experience in Contracting Management in Research Institute. • Experience in drafting contracting specifications. • Experience in management of major contracts. • Experience in management of minor contracts. • Experience in invoice management. • Experience in the use of computerized management tools in foundations. 	
FORMATION	<ul style="list-style-type: none"> • Master's Degree in Health Services Management 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Interim	16/09/2022	Full (35h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
31.999,16 €		Until end of interim cause
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Central Support Unit
OFFER DESCRIPTION		
RECRUITMENT TECHNICIAN		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> • Processing and management of contracting files. • Preparation of documentation prior to the initiation of proceedings: needs reports, justification reports, specific administrative clauses and specific technical specifications,... • Support in the processes of contracting files. • Management of tender documentation. • Advice on public procurement matters. • Support to researchers on any issue related to administrative contracting. • Support to the Management 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 Contracting Management at Research Institute	Curricular	Months worked	1 pt. per month worked	20
Experience in drafting contracting specifications	Curricular	Merit fulfillment	YES/NO	6
Experience in management of major contracts	Curricular	Merit fulfillment	YES/NO	6
Experience in the management of small contracts	Curricular	Merit fulfillment	YES/NO	6
Experience in invoice management	Curricular	Merit fulfillment	YES/NO	6
Experience in the use of computerized management tools in foundations.	Curricular	Merit fulfillment	YES/NO	6
Master's Degree in Health Services Management	Title	Merit fulfillment	YES/NO	10
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				60
MAXIMUM TOTAL SCORE IN INTERVIEW				40

MAXIMUM TOTAL SCORE	100
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(1) Not subsanable

(2) See duration of each phase in the document "Selection Process"

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