	CALL OF SELECTION OF PERSONNEL
	REF.31/2024

MS. RAQUEL CARNICERO IZQUIERDO, WITH DNI 07990376-S, AS MANAGING DIRECTOR OF THE INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE SALAMANCA (IBSAL), ACTING ON BEHALF OF THE FUNDACIÓN INSTITUTO DE ESTUDIOS DE CIENCIAS DE LA SALUD DE CASTILLA Y LEÓN (IECSCYL) AS MANAGING ENTITY OF IBSAL, WITH CIF G37576360, WITH REGISTERED OFFICE AT PASEO SAN VICENTE Nº58-182, 37007,SALAMANCA AND IN ACCORDANCE WITH THE POWER OF ATTORNEY GRANTED, DATED MARCH 7, 2023, BEFORE THE NOTARY OF THE ILUSTRE COLEGIO DE CASTILLA Y LEÓN, MR. LUIS RAMOS TORRES, WITH NUMBER 439 OF ITS PROTOCOL.


AGREES

First.- Start the selection process for the recruitment of 1 Assistant to the Project Manager, in accordance with the criteria, requirements, and selection system that is set in the document hereto annexed.

Second.- Announce the publication of the selection process in the bulletin board of the headquarters of the Management Unit of the Institute of Biomedical Research of Salamanca, located in Hospital Virgen de la Vega (10th floor), Pso de San Vicente 58-182, 37007 Salamanca and on its website www.ibsal.es


Salamanca, May 9, 2024




	CALL OF SELECTION OF PERSONNEL
	REF.31/2024

ANEXO

DENOMINATION OF THE POSITION	Assistant to the Project Manager
PROFESSIONAL GROUP	Assistant to the Project Manager
ESSENTIAL REQUIREMENTS	<p>1.To have the Spanish nationality, a member country of the European Union or being an alien with residence and work</p> <p>2.To have College degree required in political sciences; sociology; translation and interpreting, or related programmes. In case of qualifications obtained abroad, their approval must be accredited or in a position to obtain it. The minimum requirements must be accredited with those certificates that are valid in law, including all those that demonstrate the afore mentioned professional experience, in line with the functions to be performed and the assessment criteria.</p> <p>The conclusion of the contract is subject to the availability of the project's budget and to the successful candidate's compliance with the requirements of current employment legislation. In case of non-compliance with the requirements, the next candidate will be contacted in order of score.</p>
FUNCTIONS TO PLAY	<p><i>The Assistant to the Project Manager will support the HARMONY-ALLIANCE Foundation Project Management team through managing day-to-day administrative responsibilities and tasks. Amongst other tasks the post holder will:</i></p> <ul style="list-style-type: none"> • <i>Understand the scope of the HARMONY Alliance Foundation, research projects, identify network participants and stakeholders, keep updated contact information, and ensure the availability of reliable means of communicating at all times with the Foundation team;</i> • <i>Work with a variety of organisations from the Academia, Health, and Pharmaceutical sector.</i> • <i>Sorting and distributing incoming e-mails and responding to routine enquiries;</i> • <i>Draft letters, memos, presentations and reports according to the needs of the different project managerial bodies;</i> • <i>Attend meetings and conference calls, taking notes, and creating the minutes for internal feedback;</i> • <i>Collect data, file, keep records, and retrieve all information related to the Foundation for documentation, clarification, and presentation to the right personnel, project governing bodies, and stakeholders as required;</i> • <i>Conduct research and investigate on elements that are vital for research projects' completion, reading through the documentation, and assist the Manager and governing bodies in the preparation of documentation;</i> • <i>Assist with specifications, working with the Project Management Office to help construct technical specifications and documentation;</i> • <i>Undertake any other duties as appropriate and within the post holder's capabilities.</i>
CONDITIONS OF CONTRACT	<ul style="list-style-type: none"> • Type of contract: Indefinite-term contract. (Art 23. Bis de la ley 14/2011 LCTI). Full-time employee. • Economic compensation: 2.254,67€ euros gross a month, including the proportional part of the two extra payments. • Project of investigation:

	CALL OF SELECTION OF PERSONNEL
	REF.31/2024

	<p>Pserv24-033.-HARMONY-ALLIANCE</p> <ul style="list-style-type: none"> • Workplace: Institute of Biomedical Research of Salamanca.
APPLICATION	<ul style="list-style-type: none"> ▪ Applications will be submitted through our Web page in the section of calls: Send your CV https://ibsal.es/convocatorias/envia-tu-curriculum (IMPORTANT: Indicate the call number on the form, in this case Ref.31_2024) ▪ Deadline for submission of applications: The deadline for receipt of applications is the day 23 May 2024 at 08:00 hours. ▪ Documentation to be submitted: <ol style="list-style-type: none"> 1. Photocopy/scanned copy of the DNI or NIE 2. Letter of interest: This document should make clear mention to the reference or references of selection processes in case of submit several applications Curriculum Vitae of the candidate: fill in phone number or contact email. ▪ Additional Information: For more information, contact the Technical Unit of management of IBSAL by phone (923210960 ext. 55544) or by email (Rrhh@ibsal.es) The IBSAL is adhered to the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (C&C) through the HRS4R seal. This call complies with the implementation of the principles defined in these documents.
SELECTION PROCESS	<p>The selection process is governed by the principles of publicity, equality, merit, and ability, constituting the effect one selecting body composed of representatives of the group of research and of the Technical Unit of management of IBSAL.</p> <p>The selection process will consist of two phases:</p> <ol style="list-style-type: none"> 1. Analysis phase and curricular value of all nominations received, classified on the basis of better adaptation of the Curriculum Vitae to the profile established and compliance with the requirements. 2. Personal interview: the three candidates with the highest marks in Phase 1 will be invited to apply, provided that their marks in Phase 1 exceed one half plus one. The Selection Board may propose that the call for applications be declared void if no candidate is suitable for the post. <p>The Selection Board will be composed of:</p> <ol style="list-style-type: none"> 1. Dr. Jesús M^a Hernández Rivas. 2. D. Santiago Moralejo del Arco. 3. Dña. M^a Encarnación Gómez Ronco
CRITERIA OF EVALUATION	<p>Personal skills: The Assistant to the Project Manager is a position where prior experience of 7 years in an office environment is required so as to start working autonomously immediately. The ideal candidate should have organisational skills; management skills; diplomacy and well-developed interpersonal skills; communication skills; and teamworking skills. Excellent skills with Microsoft Word Office, PowerPoint, Publisher, Outlook, Excel etc.; Previous experience in an office environment and excellent report writing desirable; Strong verbal and written communication skills both in English and Spanish. Additional languages are a plus;</p>

	CALL OF SELECTION OF PERSONNEL
	REF.31/2024

	<p>Good interpersonal and customer service skills; Ability to interact professionally with individuals at all levels; Ability to pay attention to detail; Self-starter able to solve problems and work well under pressure; Ability to prioritise workload and manage time effectively. Knowledge about the HARMONY Alliance or any other international project in haematology is a plus.</p> <p>Curricular scoring (0 – 30 points)</p> <p>a. Educational background and training for this position (up to a maximum of 10 points).</p> <p>b. Technical qualifications and previous accredited work/research experience (up to a maximum of 10 points).</p> <p>c. Accredited relevant acquired skills through prior positions (up to a maximum of 10 points).</p> <p>Personal interview (0-20) Those three candidates who meet the requirements and obtain the best scoring based on academic merit and technical qualifications will be invited to a personal interview. Communication skills, enthusiasm, teamwork skills, and ability to integrate in multidisciplinary research teams will be valued (up to a maximum of 20 points).</p>
RESOLVE	<p><i>Once the process of receiving applications has been completed, the following actions will be published on the WEB www.ibsal.es:</i></p> <ul style="list-style-type: none"> ▪ <i>Publication of the resolution on the admission of applications with the list of persons admitted and not admitted according to minimum requirements and granting of a period of 5 calendar days for the presentation of allegations.</i> ▪ <i>Publication of the resolution with the detailed provisional ranking and granting of a period of 5 calendar days for the presentation of allegations.</i> ▪ <i>Publication of the final resolution with the final ranking and the Act of awarding of the place within fifteen working days from the deadline for submission of applications.</i> <p><i>*The publication will have the effect of notification, this publication will replace the individual notification to the interested parties and will have the same effects.</i></p>

In compliance with the provisions of Organic Law 15/1999, of December 13, Protection of Personal Data and Regulation 2016/679 of the European Parliament and of the Council, of April 27, 2016, regarding the protection of Individuals regarding the treatment and free circulation of personal data as well as security standards in terms of data protection, the data provided through this form will be included in the PERSONAL IBSAL file: The interested party is informed that their data personal belongings are going to be the object of treatment by the Foundation Institute of Studies of Health Sciences of Castilla y León (Responsible for the treatment), with residence in the university assistance complex of Salamanca. Virgen de la Vega Hospital, 10th floor. Paseo de San Vicente, 58-182. CP 37007, Salamanca, with the following purposes: → Attention to your request and participation in the program undertaken by IBSAL under a competitive concurrency system → Submissions of documentation or other communications linked to the program The treatment of these data is legitimized in the consent of the interested party. Failure to provide the necessary information or information will result in our being unable to take your request into account. You have the right to revoke the consent without affecting the treatment based on the consent prior to its withdrawal. The data will be kept as long as the deletion of the data is not requested until a maximum of 2 years or the consent is revoked. Your data will not be transferred to third parties except in those cases provided by law, and to the organizations that make up the specific collaboration agreement between the Ministry of Health of Castilla y León and the University of Salamanca signed on March 21, 2011 and its subsequent amendments It is up to the interested party to answer for the veracity and accuracy of the information of their curriculum and in those other documents required. To exercise the rights that proceed in accordance with the data protection regulations (access, rectification, deletion, opposition, limitation and / or portability) against the processing of your personal data, you can write to the postal address of the Fundación Instituto de Studies of Health Sciences of Castilla y León or by email to the following address: comunicacion@ibsal.es, providing a copy of your ID or equivalent identification document. You can contact the Spanish Agency for Data Protection (AEPD) to file a claim when you do not consider your request duly answered.