| FUNDACIÓN del HOSPITAL NACIONAL de PARAPLÉJICOS | **OFFER OF EMPLOYMENT** |
|---|---|

| **REFERENCE** | **OPENING DATE** | **CLOSING DATE** |
|---|---|---|
| 2022_UNIDAD SUEÑO_GUA | 04/07/2022 | 14/07/2022 |

| **WORK CENTER** |
|---|
| HOSPITAL GENERAL UNIVERSITARIO DE GUADALAJARA |

| **RESEARCH GROUP/DEPARTMENT** | **LEAD RESEARCHER** |
|---|---|
| UNIDAD DE SUEÑO | OLGA MEDIANO |

| **ADDRESS** | **CITY** | **PROVINCIA** | **OPOST CODE** |
|---|---|---|---|
| C/ DONANTES DE SANGRE, S/N | GUADALAJARA | GUADALAJARA | 19002 |

| **CANDIDATE PROFILE** | |
|---|---|
| **PROFESSIONAL CATEGORY** | **ACADEMIC QUALIFICATIONS** |
| ADMINISTRATIVE AUXILIARY (C2) | Secondary education graduate, FPI or equivalent. |

| **PREVIOUS EXPERIENCE** |
|---|
| - Accredited professional experience in positions similar to the one offered, in the scientific-health field, will be a plus.<br>- Experience in coordination and collaboration tasks in clinical trials will be a plus: experience in CRO tasks (clinical trial monitoring) and experience in the use of electronic data collection notebooks-CRDs.<br>- Previous experience in sleep apnoea research will be an asset. |

| **REQUIRED PROFILE** |
|---|
| - A research administrative assistant is required for the development of scientific-technical management functions as a case manager in the Sleep Unit of the Hospital General Universitario de Guadalajara.<br>- Advanced office automation skills.<br>- Specific training related to the job position. |

| **DESCRIPTION OF THE TASKS TO BE PERFORMED IN THE PROJECT/KNOWLEDGE TO BE ACQUIRED AND/OR SKILLS TO BE DEVELOPED** |
|---|
| An administrative assistant is required who will be in charge of developing the functions in the Sleep Unit of the General University Hospital of Guadalajara. The work to be carried out will be related to the clinical trials and studies that are carried out in this Unit, without detriment to those that may arise during the duration of this contract. The duties of the contracted person will consist mainly of: |

- Preparation and management of documents.
- Documentary archiving.
- Management of agendas and coordination of meetings.
- Accounting and personnel management.
- Monitoring tasks and electronic crd.

**MOTIVATION**

We are looking for a hard-working and organised person to provide administrative support to the research group of the sleep unit of the Hospital General Universitario de Guadalajara.

**CONTRACT INFORMATION**

| **DURATION OF THE CONTRACT** | **WORKING HOURS/DEDICATION** | **GROSS MONTHLY SALARY** |
|---|---|---|
| Contract for scientific and technical activities (art. 23 Royal Decree-Law 8/2022, of 5 April). | Full Time 35 h/week | 1.336,51 euros/gross/month (pro rata overtime payments) |

**APPLICATION AND DOCUMENTATION SUBMISSION PROCEDURE**

Applicants must provide the following documents by e-mail to **rrhh.fhnp@sescam.jccm.es** **in a single document in PDF format**

- Cover letter (express mention of the reference of the offer).
- Curriculum Vitae of the candidate (including mobile phone number and contact e-mail address).
- Photocopy of ID card or legally accredited document.
- Photocopy of the required degree or certificate of its attainment.
- Documents accrediting experience (certificate of time worked or similar certificate issued by the Human Resources department of the corresponding company).

**EVALUATION PANEL**

The Evaluation Panel will be composed of:

- Chair: lead researcher /Service Manager
- Member: Member of the reception group
- Secretary: Human Resources of the Foundation

**SELECTION PROCESS**

The selection process will consist of two phases:

**1st Phase: Evaluation of merits** (6 points): in this phase, an evaluation of the merits and requirements established in the call for applications will be carried out by the Selection Board.

**2nd Phase: Personal interview** (4 points): Candidates who have obtained at least 4 points in the 1st Phase will be called for a personal interview with the Selection Board,

which may be held in person or online. This interview will deal with the requirements established in the call for applications.

**ADDITIONAL INFORMATION**

The resolution of the present call for the recruitment of personnel is subject to the prior authorisation of the Ministry of Finance and Public Administrations of the Junta de Comunidades de Castilla-La Mancha.

2.- It will be required to have the nationality of any country belonging to the European Union or, failing that, to be in possession of a work permit. In those cases in which the candidate does not have a work permit, he/she must inform the Foundation during the selection process, which will inform the candidate of the process to follow in case he/she is selected.

3.- The recruitment of research/technical staff by the Foundation shall follow the principles of the OTMR policy established in the European Charter for Researchers: transparent, open and merit-based recruitment. (Available at: https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/hrs4r)

4.- The recruitment of research/technical staff carried out by the Foundation is in accordance with the Equality Plan of the entity. (Available at: https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/plan-de-igualdad)

All applications received in relation to job offers will be processed by the Foundation with the aim of selecting the most suitable candidate and in compliance with the public interest (art 6.1 e of EU regulation 2016/679) which contemplates the legally established transfer of data to public control bodies, audits and other public bodies; and the right of the applicant to request access, rectify and cancel data on their application when they consider it appropriate by contacting the contact address of the offer. By submitting an application, the interested party gives his/her consent to the processing of his/her personal data for the purpose of participating in the selection process and for sending/receiving communications related to the same.

6.- A special valuation will be given to those candidates who are in any of the following situations:

i) Disability equal to or greater than 33%: 0.5 points.

ii) Victim of gender violence: 0.5 points.

ii) Over 40 years of long-term unemployment in the last 5 years (0.05 points for each month of seniority up to a maximum of 2 points).

7.- Candidates may contact rrhh.fhnp@sescam.jccm.es (Telephone: 925. 24.77.61) for any doubts or questions that may arise in relation to the call for applications.

8.- Within 3 working days the candidates may present any complaints or claims after the communication of the finalization of the selection process, which will be dealt with within 15 working days.

9.- The contract will be formalised in writing, and the most appropriate contractual modality for the object of the contract will be used, from among those in force at the time of formalisation. The start date will be established in the contracting proposal, depending on the needs of the projects and provided that it is administratively feasible.

10.- Contracts may be terminated for any of the reasons foreseen in the Statute of Workers, or in the rest of the applicable legislation, and also those set out in the contract itself, among which

the following shall be established: a) Completion or exhaustion of the budget appropriation, b) Completion of the tasks assigned to the employee's post within the project/unit and c) Completion of the project.

11.- Before formalising the contract, the Foundation will check that the candidate has not exceeded the limits for temporary contracts set out in article 15 of Royal Legislative Decree 2/2015, of 23 October, which approves the revised text of the Workers' Statute Law.

In Toledo, 4 july 2022

The Director

03817352L SAGRARIO DE LA AZUELA (R: G45568441)

Firmado digitalmente por 03817352L SAGRARIO DE LA AZUELA (R: G45568441)
Fecha: 2022.07.04 09:56:38 +02'00'

Signed.: Sagrario de la Azulea Gómez