FUNDACIÓN del HOSPITAL NACIONAL de PARAPLÉJICOS	**OFFER OF EMPLOYMENT**		
REFERENCE	**OPENING DATE**	**CLOSING DATE**	
2022_ADM_IDISCAM	15/06/2022	27/06/2022	
WORK CENTER			
Fundación del Hospital Nacional de Parapléjicos			
RESEARCH GROUP/DEPARTMENT		**LEAD RESEARCHER**	
Instituto de Investigación Sanitaria de Castilla-La Mancha		Dr. Vicenç Martínez Ibáñez	
ADDRESS	**CITY**	**PROVINCIA**	**OPOST CODE**
Finca la Peraleda, s/n	Toledo	Toledo	45071
CANDIDATE PROFILE			
PROFESSIONAL CATEGORY	**ACADEMIC QUALIFICATIONS**		
Administrative (C1)	Qualification required: Advanced vocational training in the "Administration and Management" professional family.		
PREVIOUS EXPERIENCE			
Work experience in technical scientific management support (up to 2.5 points): 1 point for each year (full-time) or proportional to the time worked (or working day) in the event of being less than one year in a post in the professional category of Administrative.			
REQUIRED PROFILE			
1) Accredited level of English B2 (1 point). 2) Job-related training (maximum 1.5 points): ✓ Between 10 and 50 hours: 0,15 points/course. ✓ From 51 to 100 hours: 0,25 points/course. ✓ From 101 to 150 hours: 0,50 points/course. ✓ More than 150 hours: 0.75 points/course. ✓ More than 400 hours: 1.5 points 3) Advanced knowledge in office automation (1 point).			
DESCRIPTION OF THE TASKS TO BE PERFORMED IN THE PROJECT/KNOWLEDGE TO BE ACQUIRED AND/OR SKILLS TO BE DEVELOPED			

Administrative support in the following tasks:

- Preparation and management of documentation.
- Receiving and making telephone calls.
- Management of correspondence and document archiving, both physical and digital.
- Organisation of documentation, rooms and management of shared resources.
- Reception and personal attention to visitors.
- Coordination of meetings.
- Administrative support to the Scientific Management.

MOTIVATION

We are looking for a proactive, hard-working and organised person to provide administrative support to the Scientific Management of the Research Institute of Castilla-La Mancha.

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	1,401.61 euros/gross/month (prorated 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:

- President: 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: Written and/or practical test and personal interview (4 points): The second phase, which will be open only to those who have passed the previous phase with at least 4 points, will consist of a written and/or practical test and a personal interview, in order to determine the most suitable person for the post.
The final mark will be obtained by adding the scores obtained in each of the phases**.**

ADDITIONAL INFORMATION

1.- 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 present contract is linked to the existence of the budget allocation and availability of the Instituto de Investigación Sanitaria de Castilla-La Mancha.

Toledo, 13 June 2022

The Director of the Foundation

03817352L SAGRARIO DE LA AZUELA (R: G45568441)

Firmado digitalmente por 03817352L SAGRARIO DE LA AZUELA (R: G45568441)
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Signed: Sagrario de la Azuela Gómez