Reference: 028-21

JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Project technician-

The Institute

IRBLleida acts as a cluster of all biomedical research carried out in Lleida and belongs to two players that conduct health research and implement innovation policies:

- The University of Lleida (UDL) includes researchers from the Faculties of Medicine, Nursing and Physiotherapy.
- The Department of Health, includes researchers from the Arnau de Vilanova University Hospital (HUAV), Santa María University Hospital (HUSM), the Catalan Health Institute (ICS) and the Lleida Primary Care and Community.

The IRBLleida is a CERCA centre, a member of the biocluster supported and supervised by the Autonomous Government of Catalonia and it is also accredited as a Centre of Excellence by the Carlos III Health Institute (funded by Spanish Government). In addition, it interacts in the region with the Institute for Innovation and Research in Sustainability (Inspires), the Technological Centre of Catalonia (EURECAT), the Scientific and Technological Agri-Food Park of Lleida and with Agrotecnio, the Centre for Research in Agriculture, Animal Production And Food Technology of the ETSEA campus of the University of Lleida.

In December 2014, the Lleida Biomedical Research Institute's received the 'HR Excellence in Research' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

Please, check out our Recruitment Policy

Professional profile:

- Junior Technician

Must Have:

- University degree in Business Administration or related field

Main duties/responsibilities

HR EXCELLENCE IN RESEARCH

The selected candidate will join the Biomedical Research Institute of Lleida to fill a position of Senior Research Technician G1, corresponding to those provided for in Article 19.9 of Law 6/2018, of July 3, 2018 General State Budget (LPGE 2018). Said Law authorizes an additional rate for the stabilization of temporary jobs that includes positions of a structural nature that, being provided for in the budget, have been occupied temporarily and uninterruptedly for at least the three years prior to December 31, 2017.

The stabilization of this position was approved in Agreement of the IRBLleida Board of Trustees on December 28, 2018.

The successful candidate will perform the following tasks in support of the Projects Department:

- Monitoring and budgetary control of projects: Control that there are no deviations from the amounts and items granted; Accounting and processing of invoices corresponding to the projects; Check that the expenditure meets the requirements to be charged to the project, in accordance with the regulations of the funding entity; Management of necessary modifications during the life of the project and in compliance with the deadlines (changes: research team, budget, extensions. ...); Management of purchase orders; Control that project expenditures comply with the regulations of the Public Sector Contracts Law; Check that the researchers have the necessary documentation to be able to charge the expenditure to the project.
- Support in requests and subsequent introduction of data related to the registration of projects in the management program
- Support in the economic justification and audits of research projects (search for documents, preparation of reports, etc. ....)
- Acting as interlocutor with the funding entities
- Support in the preparation of the centre's production indicators
- Elaboration of the list of inventoriable material of the institute

Desirable but not required/ Nice to have

- Knowledge of the Fund@net management program

- Knowledge of the regional, state and European aid or subsidy programs that apply.
- Knowledge of the legal framework on public subsidies
- Degree or related awards
- Notions of programming with free software
- Experience in project management units, preferably in the biomedical field.
- Experience in accounting tasks
- English: Minimum certificate Level B1

The Offer – Working Conditions

- Type of contract: Indefinite-term employment
- Start date: January 1, 2022
- Workweek: 37.5 hours per week
- Salary: 21.000 euros gross salary / year with the employer fee NOT included.

We provide a highly stimulating environment with state-of-the-art infrastructures. To check out our training and development portfolio, please visit our website in the training section.

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLleida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit from flexible working hours.

Documents and application deadline:

All applications must include:

- A motivation letter
- A complete CV including contact details and National Identity Document number

Deadline: Please submit your application by 22th June 2021. Latest time for the submission of applications: 14:00 h - Europe/Brussels

Those interested can apply to the 028-21 job offer by filling out the form available at https://www.irblleida.org/ca/job-application/ and attaching a CV and a cover letter.

Selection process schedule for reference 028-21	
15 days	Publication and dissemination of the job offer: IRBLleida website, social networks, other employment websites according to the features of the job offered
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: - Interview of the pre-selected candidates - Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position - Communication of the selected candidate to HR
Next 5 working days	Completion of the paperwork required to formalize the employment contract
January 2022	Approximate contract starting date
Express selection process	
When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken. This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, *i.e.* publication of the job offer, submission of applications, evaluation and selection process.	

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men.

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

Informative clause for the processing of personal data

Responsible: Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré
Purpose: Management of job offers.
Legitimation: The legal basis of the treatment is the completion of a selection process to fill a position.
Recipients: The data will not be transferred to third parties, except in the legal obligations set by law.
Rights: Access, rectification and deletion of data, as well as other rights, as explained in the additional information.
Additional information: Additional and detailed information on Data Protection can be found our website http://www.irblleida.org/en/legal-notice/

IRBLleida is committed to the principles of merit-based recruitment and transparency (OTM-R) in accordance with the HRS4R seal requirements.

ANNEX I: SELECTION COMMITTEE

PRESIDENT

- Institut de Recerca Biomèdica de Lleida Principal Investigator
  - Diego Arango del Corro

CHAIRS

- Manager of IRBLleida
  - Sr. Joan Vives

- Head of Projects Department of IRBLleida
  - Dr. Serafí Cambray

SECRETARY

- IRBLleida HR Manager
  - Elena Moscatel Mendelsohn

ANNEX II: SCORE OF MERITS AND SELECTION BOARD

SCORE OF MERITS

a) Academic curriculum and complementary training: academic record of the degree. 45 points.

Valued:

- Knowledge of the operation of the Fund@net management program — 15 points
- Notions of free software programming — 5 points
- Degree or related awards (5 points per award, maximum 2) — 10 points
- English (level B1- 2.5 points, level B2- 5 points) — 5 points
- Knowledge of the regional, state and European aid or subsidy programs that apply — 5 points
- Knowledge of the legal framework on public subsidies — 5 points

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b) Certified professional experience. 45 points

- Demonstrable experience in project management (8 points per year, max. 24 points) — 24 points
- Demonstrable experience in project management in the biomedical field (6 points per year, maximum 18 points). — 18 points
- Other experience in accounting tasks (1 point per year, maximum 3) — 3 points

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c) Competency test or interview. — 10 points