



WE ARE LOOKING FOR...

Administrative Assistant for the Applied Biomedical Experimental Research Centre (Torrelameu)

What do we offer?

| | |
|-------------------------------------|--|
| Scientific-Technical Service | CREBA |
| Type of contract | Indefinite with a 6-month probation period |
| Beginning | Immediate |
| Day | 37.5h/week – full time |
| Category | Administrative C3 |
| Remuneration | 21.114,00€ / gross per annum |

The Institute

The Biomedical Research Institute of Lleida, Dr. Pífarre Foundation (IRBLleida) was created with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups of:

1. The Catalan Institute of Health ([ICS](#) both in the hospital field (Arnau de Vilanova University Hospital-[HUAV](#)) with [primary care in Lleida](#) and the [Health Region of the High Pyrenees-](#)

[Aran.](#)

2. The healthcare provider [Health Services Management \(GSS\)](#); [Hospital Universitari Santa Maria-HUSM](#), [Pallars Regional Hospital](#) and [Mental Health](#), among others).



IRBLleida has been a CERCA institute since 2013, and consequently it is organized according to a model of good governance and operation that guarantees efficiency, flexibility of management, recruitment and promotion of talent, strategic planning and executive capacity.



In addition, it is one of the 34 Institutes of Health Research ([IIS](#)) recognized by [The Carlos III Health Institute](#) and the Government of the Generalitat, as established in Law 16/2003, of 28 May, on the cohesion and quality of the national health system.



HR EXCELLENCE IN RESEARCH

In December 2014, the Institute for Research in Biomedicine of Lleida received the recognition '[HR Excellence in Research](#)' of the European Commission. This is a recognition of the Institute's commitment to developing a human resources strategy for researchers, designed to align practices and procedures with the principles of [European Charter for Researchers](#) and the [Code of Conduct](#) for the recruitment of researchers (Charter and Code).

Check out our [Recruitment Policy](#).

Professional profile of the person hired

Administrative Assistant

Requirements (those candidacies that do not meet this point will be excluded)

- Academic training: FP II or CFGS in Administration and Finance or equivalent.
- Catalan and Spanish C2
- At least 3 years of previous experience as an administrative assistant

These requirements must be met at the beginning of the contract.

Tasks to be carried out

The selected person will join the Technical Scientific Service of the CREBA (Applied Biomedical Experimental Research Centre), located in **Torrelameu**, as an administrative officer and will assume the following tasks:

- Order management.
- Management of invoices and payments.
- Attend to switchboards and generic e-mail boxes.
- Coordinate course agenda and meeting agenda.
- Administrative support for the management of applications for authorisation and accreditation of courses.
- Management of course registrations.
- During courses and events:
 - Preparation of assistance lists
 - Preparation of classrooms and changing rooms
 - reception of teachers and students
- Any other tasks assigned according to their training and abilities.

Desirable but not required/ Nice to have

Knowledge

- Complementary training in Public Administration management
- English Level

Experience

- Experience as an administrative assistant of more than 3 years
- Previous experience as an administrative assistant in Public Administration institutions.
- Previous experience in Training Activities management

Competences

- Organisational capacity
- Teamwork
- Proactive attitude

Contract Specifications

- ✓ Indefinite contract with a six-month probation period
- ✓ Schedule: in-person 37.5 hours per week (full-time).
- ✓ Remuneration: €21,114.00/gross per year
- ✓ Instant start

Why work at IRBLleida?



We offer a highly stimulating environment with state-of-the-art infrastructures.



We offer complementary training for all profiles. To consult our training and development portfolio, visit our website in the [formation](#).



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



Work-life balance and the possibility of benefiting from flexible working hours. In addition, as a result of different company agreements, the following improvements are recognised:

- Paid leave to go to the doctor for reasons of one's own health.
- Paid leave to accompany a first-degree family member under 18 years of age, over 70 years of age or with a first-degree disability to the doctor.
- Public holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documents and application deadline:

Applications must be accompanied by:

- Cover letter.
- Resume.

The deadline for submission will end on May 2, 2025 at 2:00 p.m.

Applications received after the deadline will be automatically excluded.

Interested people can apply for the offer by filling in the [form](#) and sending your CV and cover letter, indicating the name of the offer you are applying for and the reference **019-25**.

Selection calendar for the process reference 019-25

| | |
|-----------------------------------|---|
| Minimum 15 days | Publication and dissemination of the offer: IRBleida website, Euraxess (for research staff), social networks, other employment websites depending on the position offered. |
| Maximum 2 working days | Sending CVs to the Selection Committee |
| Maximum 5 working days | Holding of the Selection Committee <ul style="list-style-type: none"> - Interview with pre-selected candidates - Assessment and Minutes of award of the Selection Committee |
| Maximum 5 working days | Carrying out the administrative procedures necessary to formalise the employment contract |
| Approximate start of the contract | Immediate |

Express selection process

In those cases in which a worker has to be replaced urgently, for example, to cover a sick leave, because for scientific reasons the incorporation must take place on a specific day, because it is provided for in a resolution, etc., an express selection procedure may be followed.

This selection process will follow the same procedure as the ordinary one, but the duration of all phases of the process will be reduced, mainly the phase of publication of the job offer and submission of applications and the phase of evaluation and selection of personnel.

Regulation and regulatory principles

The hiring will be carried out 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. IRBLleida has a Plan for equal opportunities between men and women and a Protocol for the prevention and eradication of sexual harassment.

The right to equal opportunities and treatment is taken into account, 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 jobs, 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**.

Reservation of workplaces for disabled people

In accordance with the provisions of Article 42 of Royal Legislative Decree 1/2013, of 29 November, approving the Consolidated Text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, in this call a **percentage of no less than 2%** of the places is reserved to be covered by people who can prove a disability equal to or greater than 33%.

Applicants who wish to opt for this reservation must present the documentation accrediting their disability and, if applicable, request the necessary adaptations to carry out the selective tests.

If the reserved places are not covered due to a lack of applicants who meet the requirements, they will be accumulated in the general access places.

****The text of this document has been written in Catalan, Spanish and English, considering the three versions as official, but in case of conflict the Catalan version will prevail.**

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

ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

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|------------------|--|
| President | Ms. Eva López, Manager |
| | Dr. Rafael Villalobos Mori, Researcher at l'IRBLleida |
| Vocal | Dr. Dolores C. Garcia Olmo, Researcher at IRBLleida |
| | Ms. Sara Puy López, Researcher at IRBLleida |
| Secretary | Ms. Elena Moscatel, Head of the Department of People and Legal |

ANNEX II. SCALE OF MERITS

| | |
|---|-------------------|
| Academic curriculum and complementary training | 40 Points |
| <ul style="list-style-type: none"> Complementary training in Public Administration management <ul style="list-style-type: none"> One complementary training 5 points Two complementary training courses 10 points | Up to 10 points |
| <ul style="list-style-type: none"> English level <ul style="list-style-type: none"> B1 and B2 level 20 points C1 and C2 level 30 points | Up to 30 points |
| Accredited professional experience | 40 Points |
| <ul style="list-style-type: none"> Experience as an administrative officer of more than 3 years <ul style="list-style-type: none"> Between 3 and 5 years 10 points More than 5 years 15 points | Up to 15 points |
| <ul style="list-style-type: none"> Previous experience as an administrative officer in institutions in the field of <ul style="list-style-type: none"> The Public Administration <ul style="list-style-type: none"> Between 1 and 3 years 15 points More than 3 years 10 points | Up to 15 points |
| <ul style="list-style-type: none"> Previous experience in the management of teaching activities | 10 points |
| Competency test or interview | 20 points |
| <ul style="list-style-type: none"> Criteria subject to value judgment will be assessed according to the interview carried out | 20 points |
| Maximum score | 100 points |

Applications that do not exceed 50% of the maximum score will be rejected

Data protection information clause

Data controller

Identity: **INSTITUT DE RECERCA BIOMÈDICA DE LLEIDA**

CIF: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida

Email: protecciodedades@irbllleida.cat

Purpose of data processing and storage

AT THE INSTITUTE FOR RESEARCH IN BIOMEDICINE OF LLEIDA (hereinafter referred to as **IRB LLEIDA**) we process the information you provide us as a data subject, in order to manage the processing of your CV and application.

The data obtained will be kept for a period of up to 12 months, to cover future applications if they are not updated before or until there is opposition to their processing by the interested party.

Legitimacy for the processing of data

The legal basis for the processing of your data is the consent of the interested party when contacting **the INSTITUTE FOR RESEARCH IN BIOMEDICINE OF LLEIDA**.

Recipients of your data

Your data will be communicated to third parties and collaborators related to the organization. Apart from these entities, your data will not be communicated to third parties.

Rights of the interested parties

The owners of the data processed by **IRB LLEIDA** have the right at any time to access their data, rectify them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. In addition, if you wish, you can request the portability of your data and limitation of its processing. In the latter case, we will only keep them for the exercise or defence of claims. You may also revoke the consent granted at any time.

To exercise these rights, you can contact **IRB LLEIDA** through the email protecciodedades@irbllleida.cat. Likewise, if you consider your rights to have been violated, you may file a complaint with the Catalan Data Protection Authority.