



WE ARE LOOKING FOR...

Management secretary (replacement)

What do we offer?

Department	Management Office
Type of contract	Temporary + Interim for maternity replacement
Beginning	Immediate
Day	37.5 hours – Full-time
Category	Technician (level to be determined)
Remuneration	To be determined based on experience and value

The Institute

The Biomedical Research Institute of Lleida, Dr. Pifarré 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 from:

1. The Catalan Institute of Health ([ICS](#)) both in the hospital field (Hospital Universitari Arnau de Vilanova-HUAV) and in [primary care in Lleida](#) and the [Alt Pirineu-Aran Health Region](#).

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



IRB Lleida 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 Spanish Health Research Institutes ([IIS](#)) recognised by [the Carlos III Health Institute](#) and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.



HR EXCELLENCE IN RESEARCH

In December 2014, the Biomedical Research Institute of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. It 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 the [European Charter for Researchers](#) and the [Code of Conduct](#) for the recruitment of researchers.

Check out our [recruitment policy](#).

Professional profile of the person hired

Management secretary

Requirements

Applications that do not meet the

- Minimum university education of a bachelor's degree, or equivalent qualification, related to the area they occupy.
- Knowledge of protocol care.
- Catalan and Spanish equivalent level C2.
- English equivalent level B2.

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

Tasks to be carried out

The selected candidate will carry out the following management and administration support tasks:

- Schedule the agenda of the Director, Deputy Director and Manager, including the organization of meetings and processing of emails, to facilitate the development of their functions.
- Coordinate internal meetings (Board of Trustees, delegated committees and other committees), office meetings and signing of documents, with the purpose of contributing to the organization of these meetings, ensuring the attendance of the required participants.
- Collaborate in the coordination of the administration of the meetings of the Board of Trustees, Delegate Committee and Committees, maintaining the register of Minutes and documentation and managing the derived procedures (elevations to the public of powers, changes in the Statutes, maintenance of the acceptances of the position of the

Trustees, etc.), with the aim of facilitating the registration and management of the procedures in the corresponding meetings.

- To keep the database (Fundanet) of contracts, agreements, agreements and archives in general updated, with the aim of contributing to the fulfilment of the established conditions and standards.
- To update the catalogue of entities in the Public Sector Register of the Generalitat de Catalunya, to facilitate compliance with current legislation.
- Supervise reservations and travel expenses, reimbursements and catering, with the aim of contributing to the organization of meetings, events or trips made by the IRBLeida Management.
- Collaborate in the general archive of documentation, entry and exit of documents and processing of applications, to facilitate documentation processes for the office.
- Collaborate in those administrative tasks entrusted to them by their manager, management or direction, with the purpose of contributing to the achievement of the objectives of their area or department of IRBLeida
- Participate in the Committees and Commissions that the position requires, with the purpose of ensuring the achievement of the objectives of IRBLeida, complying with current legislation according to the subject matter in which it participates.

It will be valued

Knowledge

- ✓ Mastery of office tools.
- ✓ Other training courses related to the tasks to be carried out
- ✓ English level C1 or higher

Experience

- ✓ Previous experience in supporting management or management secretaries in institutional or business environments.
- ✓ Experience in travel management and logistical organization for events or meetings.
- ✓ Experience in the preparation, monitoring and archiving of official acts and documentation.
- ✓ Experience in document and archive management, both physical and digital (databases, Fundanet, etc.).

Competences

- ✓ Organization and planning: ability to manage multiple tasks and prioritize efficiently.
- ✓ Teamwork: effective collaboration with different departments.
- ✓ Attention to detail: rigor in the recording of data and documentation.
- ✓ Responsibility and confidentiality: correct and secure management of sensitive information and documentation.

Characteristics of the contract

- ✓ Temporary contract due to production circumstances, followed by an interim contract for maternity replacement.
- ✓ Immediate start
- ✓ Expected completion in April 2026
- ✓ Full-time (37.5 hours per week)
- ✓ Remuneration to be determined, according to the category indicated in our tables salary, according to the experience and value of the selected person.

Technician C4	€32,080.86
Technician C3	€28,643.63

Why work at IRBLleida?



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



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



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 recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree family member under 18 years of age, over 70 years of age or with a first degree of 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.

Documentation and deadline for submission

Applications must be accompanied by:

- Cover letter
- Resume

The submission period will end on October 2, 2025 at 2:00 p.m.

Applications received after the deadline/time will be automatically excluded.

Interested persons can apply for the offer by filling in the [form](#) and sending their CV and cover letter, indicating the name of the offer to which you are applying and the reference 049-25.

Selection calendar for the process reference 049-25

Minimum 15 days	Publication and dissemination of the offer: IRBLeida website, Euraxess (for research staff), "REGIC" portal, social networks, other employment websites depending on the position offered.
Maximum following 2 working days	Sending CVs to the Selection Committee
	Celebration of the Selection Committee
Maximum following 5 working days	<ul style="list-style-type: none"> - Interview with the pre-selected candidates - Assessment and Award Minutes of the Selection Committee
Maximum following 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 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 **art. 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' **Statute Law**, in accordance with the provisions of **art. 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 an Equal Opportunities Plan for 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, etc. inclusion in the community and independent life 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 places for people with disabilities

In accordance with the provisions of Article 42 of Royal Legislative Decree 1/2013, of 29 November, approving the Revised Text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, this call reserves a **percentage of no less than 2%** of the places 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 submit documentation accrediting their disability and, where appropriate, request the necessary adaptations for the selection tests. In the event that the reserved places are not covered due to a lack of applicants who meet the requirements, these 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 HRS4R seal requirements

ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

President	Dr. Diego Arango, Director of l'IRBLeida
Vocal	Ms. Eva López, Manager of IRBLeida
	Dr. Joan Sayos, Deputy Director of IRBLeida
Secretary	Ms. Elena Moscatel, Head of the Department of People and Legal

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	40 points
• Mastery of office automation tools	15 points
• Other training courses related to the tasks to be carried out	10 points
• English level C1 or higher	15 points
Accredited professional experience	40 points
• Previous experience in supporting management or management secretaries in institutional or business environments.	10 points
• Experience in travel management and logistics organization for events or meetings	10 points
• Experience in the preparation, monitoring and archiving of official acts and documentation.	10 points
• Experience in document and archive management, both physical and digital (databases, Fundanet, etc.).	10 points
Competency test or interview	20 points
• Criteria subject to value judgment will be assessed in accordance with 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: **BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA**

CIF: G25314394

Postal address: Av. Alcalde Rovira Roure núm. 80, 25198, Lleida

Email: protecciodedades@irbllleida.cat

Purpose of data processing and storage

At the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE** (hereinafter referred to as **IRB Lleida**) we process the information you provide us as an interested party, to manage the processing of your CV and candidacy.

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 data processing

The legal basis for the processing of your data is the consent of the interested party to contact the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE**.

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 may 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 may contact **IRB Lleida** via email protecciodedades@irbllleida.cat. Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.