



**WE ARE LOOKING FOR...**

**Administrative technician for the Clinical Trials Unit**

## What do we offer?

<b>Department</b>	Clinical Trials Unit
<b>Type of contract</b>	Indefinite with a 6-month probationary period
<b>Beginning</b>	Immediate
<b>Day</b>	37.5 hours – Full-time
<b>Category</b>	Administrative technician (level to be determined)
<b>Remuneration</b>	To be determined based on experience and value

## 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 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).



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 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**

Administrative Technician

## **Requirements**

### ***Applications that do not meet the***

- University degree completed in the areas of Management and Administration: Business Administration and Management (ADE), Economics, Management and Public Administration or other related university degrees.

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

## **Tasks to be carried out**

The selected candidate will join the team of the Clinical Trials Unit (UAC) as an administrative technician of Clinical Trials and will assume the following tasks under the direction of the head of the UAC:

- Comprehensive administrative management of clinical research studies and projects.
- Coordination and communication with the different agents involved.
- Support in the drafting, review and processing of contracts related to studies.
- Economic control and budgetary monitoring of studies: expense management, forecasting and conciliation.
- Invoicing and accounting management: issuance and registration of invoices, control of collections and claims.
- Maintenance and updating of the database in computer systems.
- Data analysis and exploitation: preparation of management indicators and optimization proposals.

- Preparation of periodic reports of results and support in internal and external audit processes.
- Other administrative and management tasks specific to the job.

## **It will be valued**

### **Knowledge**

- ✓ Knowledge of billing management and budget control.
- ✓ Knowledge in research project management.
- ✓ Management of the office environment (Excel, Word and PowerPoint) and databases.
- ✓ Catalan and Spanish spoken and written correctly and fluently.
- ✓ Minimum English level B2.

### **Experience**

- ✓ Previous experience in administrative and economic management.
- ✓ Experience in the registration, exploitation and management of data in computer systems.

### **Competences**

- ✓ Organisational capacity
- ✓ High motivation
- ✓ Proactive Attitude

## **Characteristics of the contract**

- ✓ Permanent contract with a 6-month probationary period
- ✓ Immediate start.
- ✓ Full-time (37.5 hours per week)

- ✓ Remuneration to be determined, according to the category indicated in our salary tables, according to the experience and value of the selected person.

<b>Technician C4</b>	€32,080.86
<b>C3 Technician</b>	€28,643.63
<b>Technician C2</b>	€25,461.00
<b>Technician C1</b>	€22,278.38

## 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 deadline for submission will end on October 10, 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 process reference 053-25

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"> <li>- Interview with the pre-selected candidates</li> <li>- Assessment and Award Minutes of the Selection Committee</li> </ul>
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.

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## 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. IRBLeida 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

<b>President</b>	Dr. Diego Arango, Director of l'IRBLleida
<b>Vocal</b>	Ms. Eva López, Manager of IRBLleida
	Dr. Alicia Sánchez, Head of the Clinical Trials Unit at IRBLleida
<b>Secretary</b>	Ms. Elena Moscatel, Head of the Department of People and Legal

## ANNEX II. SCALE OF MERITS

<b>Academic curriculum and complementary training</b>	<b>40 points</b>
• Knowledge in billing management and budget control	15 points
• Knowledge in research project management	5 points
• Management of the office environment (Excel, Word and PowerPoint) and databases	10 points
• Catalan and Spanish spoken and written correctly and fluently	5 points
• Minimum English level B2	5 points
<b>Accredited professional experience</b>	<b>40 points</b>
• Previous experience in administrative and economic management	25 points
• Experience in the registration, exploitation, and management of data in computer systems.	15 points
<b>Competency test or interview</b>	<b>20 points</b>
• Criteria subject to value judgment will be assessed in accordance with the interview carried out	20 points
<b>Maximum score</b>	<b>100 points</b>

**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](mailto: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](mailto:protecciodedades@irbllleida.cat). Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.