

 **WE ARE LOOKING FOR...**

**Executive Assistant (temporary cover)**

**What do we offer?**

<b>Department</b>	Management Office
<b>Type of contract</b>	Temporary replacement contract
<b>Contract Duration</b>	Planned until September 2026
<b>Home</b>	Immediate
<b>Matchday</b>	37.5 h/week – full-time
<b>Category</b>	Technician (level to be determined)
<b>Remuneration</b>	To be determined based on experience and worth

**The Institute**

The Institute for Biomedical Research 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 behaviour 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 is part of research groups from the Faculties of Medicine and Nursing and Physiotherapy of the FGSHSCSP. On the other hand, we incorporate research groups of:

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

Region.

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



IRBLleida has been a CERCA institute since 2013, and therefore it is organised according to a model of good governance and operation that guarantees

efficiency, flexibility in management, talent recruitment and promotion, strategic planning and executive capacity.



In addition, it is one of the 34 Spanish Health Research Institutes (IIS) recognized 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 Institute for Biomedical Research of Lleida received the '[HR Excellence in Research](#)' recognition from the European Commission. This

is a recognition of the Institute's commitment to developing a strategy of human resources 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 (Charter and Code).

Please see our [recruitment policy](#).

## **Professional profile of the person hired**

Executive Assistant

## **Requirements (those candidatures that do not meet this point will be excluded)**

- Minimum university degree training, or equivalent qualification, related to the area they occupy.
- 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 administrative support tasks:

- Schedule the agenda of the Director, Deputy Director and Manager, including the organization of meetings and the processing of emails, to facilitate the development of their functions.
- Coordinate internal meetings (Board of Trustees, delegate commissions and other committees), office meetings and document signings, 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, Executive Committee and Committees, maintaining the register of Minutes and documentation and managing the derived procedures (elevations to the public of powers of attorney, changes of Statutes, maintenance of the acceptances of positions 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 files in general updated, with the aim of contributing to the fulfillment of the established conditions and standards.
- To update the catalogue of the entity of the Public Sector Registry of the Generalitat of Catalonia, to facilitate compliance with current legislation.
- Supervise bookings and travel expenses, reimbursements and catering, with the aim of contributing to the organisation of meetings, events or trips made by the IRBLeida Management.
- Collaborate in the general filing of documentation, entry and exit of documents and processing of applications, to facilitate the documentation processes for the office.
- Collaborate in those administrative tasks entrusted to them by their manager, management or directorate, with the purpose of contributing to the achievement of the objectives of their area or department of the 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 in which they participate.

## **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
- Knowledge of protocol care

### Experience

- Previous experience in support of management or management secretarial in institutional or business environments
- Experience in travel management and logistical organization for events or meetings.
- Experience in the preparation, monitoring and filing of minutes and official documentation
- Experience in document management and archiving, both physical and digital (databases, Fundanet, etc.)

### Competencies

- 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 replacement contract
- ✓ Immediate Start
- ✓ Expected completion September 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 person selected.

C4 Technician	€33,376.12
C3 Technician	€29,800.11

## Why work at IRBLeida?



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



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

## Documentation and submission deadline

Applications must be accompanied by:

- Cover letter.
- Curriculum vitae.

**The deadline for submission will end on March 15, 2026 at 2:00 p.m.**

**Applications received after the deadline/date 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 to which you are applying and the reference **013-26**.

### Selection calendar for the reference process 013-26

Minimum 15 days	Publication and dissemination of the offer: IRBLeida website, Euraxess (by Research staff), "REGIC" portal, social networks, other employment websites depending on the position offered.
Maximum 2 working days following	Sending CVs to the Selection Committee
Maximum 5 working days	Holding of the Selection Committee <ul style="list-style-type: none"><li>- Interview with pre-selected candidates</li><li>- Assessment and Award Record of the Selection Committee</li></ul>
Maximum 5 working days	Carrying out the necessary administrative procedures 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 has to 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 the 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 normative principles**

Recruitment will be carried out in accordance with the provisions **of Article 15 of Royal Legislative Decree 1/1995, of 24 March**, which approves the text of the Workers' **Statute Law**, 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 related 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. IRB Lleida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment .

It takes into account the right 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 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 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 respect to 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 respect to the provisions of the in 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 respect to the provisions of Article 42 of Royal

Legislative Decree 1

disability 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 reserve must submit the documentation accrediting their disability and, where appropriate, request the necessary adaptations to carry out the selective tests.

In the event that the reserved places are not filled 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 HRS4R seal requirements**

## **ANNEX I. MEMBERS OF THE SELECTION COMMITTEE**

<b>President</b>	Dr. Diego Arango, Director of IRBLeida
	Dr. Joan Sayós, Deputy Director of IRBLeida
<b>Members</b>	Ms. Eva Lopez Truco, Manager of IRBLeida
<b>Secretary</b>	Ms. Elena Moscatel, Head of the People and Legal Department of IRBLeida

## ANNEX II. MERIT SCALE

<b>Academic curriculum and complementary training</b>	<b>40 points</b>
<ul style="list-style-type: none"> <li>Mastery of office tools</li> </ul>	10 points
<ul style="list-style-type: none"> <li>Other training courses related to the tasks to be carried out</li> </ul>	10 points
<ul style="list-style-type: none"> <li>English level C1 or higher</li> </ul>	10 points
<ul style="list-style-type: none"> <li>Knowledge of protocol care.</li> </ul>	10 points
<b>Accredited professional experience</b>	<b>40 points</b>
<ul style="list-style-type: none"> <li>Previous experience in support of management or management secretarial in institutional or business environments.</li> </ul>	10 points
<ul style="list-style-type: none"> <li>Experience in travel management and logistical organization for events or meetings</li> </ul>	10 points
<ul style="list-style-type: none"> <li>Experience in the preparation, monitoring and filing of minutes and official documentation.</li> </ul>	10 points
<ul style="list-style-type: none"> <li>Experience in document management and archiving, both physical and digital (databases, Fundanet, etc.).</li> </ul>	10 points
<b>Competency test or interview</b>	<b>20 points</b>
<ul style="list-style-type: none"> <li>Criteria subject to value judgment will be assessed according to the interview conducted</li> </ul>	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: **INSTITUTE OF BIOMEDICAL RESEARCH OF LLEIDA**

CIF: G25314394

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

Email: [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat)

### Purpose of data processing and storage

At **THE INSTITUTE FOR BIOMEDICAL RESEARCH OF LLEIDA** (hereinafter referred to as **IRB LLEIDA**) we process the information that you provide us as a data subject, in order to manage the processing of your curriculum 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 when contacting **THE INSTITUTE FOR BIOMEDICAL RESEARCH 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 data subjects

The data subjects processed by **IRB LLEIDA**, They 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 the processing of the same. In the latter case, we will only keep them for the exercise or defence of claims. It may also revoke The

Consent awarded in Any moment.

To exercise these rights, you can 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.