

**The Foundation for the Management of Biomedical Research of Cádiz, a research support and management entity, needs to incorporate for the province of Cádiz, a professional with the following profile:**

## Workplace Characteristics

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**Responsible Researchers:** Etelvino Silva Garcia

**Charge Project:** PERSUADE

**Internal reference:** PERSUADE24-TECH

**Title of the position offered:** Research Project Administrator Contract

**Summary of the position offered:** INiBICA offers a position for a Research Project Administrator within the New Diagnostic and Therapeutic Procedures in Cardiovascular Diseases Research Group to participate in the Project "Persistent atrial fibrillation: Substrate targeted strategy (PERSUADE)" with the following profile:

**Occupational group to which he/she will join:** Technical staff

**Expected start date:** 01/June/2024

**Contract duration:** 01/June/2027

**Work Center:** INIBICA (HUPM)

**Number of positions available:** 1

**Working Conditions:** The work schedule will be 37.5 hours per week, and it will be distributed according to the needs of the assigned tasks.

<b>Benefits (gross salary, other benefits, etc...)</b>	Gross monthly salary: €1.593,01 in twelve payments, plus a 7 % variable incentive based on the total annual gross amount depending on goal achievement.
<b>Day (full or part)</b>	Full-time
<b>Contract Duration</b>	Approx. 01/June/2027

### PERSONNEL RECRUITMENT AND SELECTION POLICY

FIRMADO POR	JULIO MANUEL RIOS DE LA ROSA	15/03/2024 12:16:06	PÁGINA 1/6
VERIFICACIÓN	UUM32E9ZVXUHQ3YY5ZJSDW67XA8KMV	<a href="https://ws050.juntadeandalucia.es/verificarFirma/">https://ws050.juntadeandalucia.es/verificarFirma/</a>	

## Profile of the Person to Hire

- INiBICA offers a position for a Research Project Administrator within the New Diagnostic and Therapeutic Procedures in Cardiovascular Diseases Research Group to participate in the Project “Persistent atrial fibrillation: Substrate targeted strategy (PERSUADE)” with the following profile:

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### (Qualification, additional training and experience)

#### Essential requirements

- University Degree or Certificate of Higher Education
- Management and Administrative Experience
- To be fluent in English and Spanish (Job interview will be in both languages).
- Excellent time management and organisation skills

**It is essential to send, together with the CV, the supporting documentation of meeting the minimum requirements. Failure to comply with this requirement will imply that the candidacy will not be included in the selection process**

#### Assessable requirements

- Work experience as a Project Administrator, Project Coordinator or similar role.
- Managing skills, initiative, and relationship capabilities.
- Hands-on experience with flowcharts, technical documentation and schedules

We are looking for a person with scientific motivation, initiative, responsibility, organizational capacity, teamwork capacity and ability for personal relationships.

## Functions to Perform

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This is a 3-year position as a Research Project Administrator in the biomedical research group INIBICA within the GADICOR group, specializing in the investigation of new diagnostic techniques and therapeutic procedures in cardiovascular diseases. This research group is based at Hospital Puerta del Mar in Cádiz, Spain.

The candidate will be part of a multidisciplinary team and will coordinate the project activities, including simple tasks and larger plans. The candidate will manage schedules, arrange assignments and communicate progress to all team members.

According to the tasks, the candidate will enjoy benefits such as a 20% flexibility for remote work.

The main task will be:

- Coordinating group events, activities, and operations to ensure efficiency and compliance with project policies and initiatives.
- Compiling routine (monthly/yearly) reports from different research activities to review with various Investigator Principals (IPs) and ensure a high standard of compliance is achieved.
- Inputting data into and maintaining spreadsheets/databases within various management research systems.
- Conducting regular reviews of progress on yearly group objectives.
- Maintaining accurate records of group and project documentation, following our document control procedures, and ensuring all documentation meets formal requirements and standards.
- Producing a project directory and updating it accordingly.
- Assisting with the production of project reports and updating project trackers.
- Facilitating communication between internal teams.
- Attending project meetings to record meeting minutes and actions.
- Assisting with the regular conduct of project reviews to ensure project information is correct and that the relevant procedures are being adhered to.

## Evaluation

Criterion	High score
<ul style="list-style-type: none"><li>• Work experience as a Project Administrator, Project Coordinator or similar role.</li></ul>	20 points

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<ul style="list-style-type: none"> <li>Managing skills, initiative, and relationship capabilities.</li> </ul>	15 points
<ul style="list-style-type: none"> <li>Hands-on experience with flowcharts, technical documentation and schedules</li> </ul>	15 points
<ul style="list-style-type: none"> <li>Experience in similar position</li> </ul>	20 points
Interview	30 points

**Candidates are asked to break down both the tasks and the length of professional experience in months. Those CVs that do not clearly and specifically specify the number of months of experience or merits that are subject to assessment will not be considered.**

## Documentation to present

As essential documentation to submit to the call:

- CV, in order to correctly assess the experience, it will be essential to indicate in the CV the duration in months of the previous jobs indicated in the CV.
- Scanned documentation accrediting compliance with the Essential Requirements required.

The monitoring of the different phases of the selection process (provisional resolutions and final resolution with hiring proposal) can be consulted on the same website where the job offer is published.

It is necessary to send the signed *consent for the collection of curriculum vitae for the job offer (Annex I)* along with the merits for evaluation. We will not accept the CV without the signed annex.

## Form and deadline for submitting applications

The formalization of the application must be made through the INIBICA Employment website: <https://inibica.es/ofertas-de-empleo/>

Paper documentation will not be submitted. All the documentation will be presented electronically using this web page.

IT IS ESSENTIAL to fill in the Online registration form, attach your personal CV, and your academic degree in PDF format, and the rest of the documentation required in the call. Applications that do not meet the requirements of the offer, that have not submitted all

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the requested documentation or in the required format, WILL NOT BE EVALUATED. The academic titles granted by foreign entities must be recognized in Spain.

INIBICA/FCADIZ is committed to the principles of recruitment and transparency based on merits (OTM-R), in accordance with the requirements of the HRS4R Seal.

Once all the documentation has been sent through the Online Registration Form, the candidate will receive an email confirming registration in said offer. For any questions, you can contact the following address, mentioning the reference of the call:

[rrhh@inibica.es](mailto:rrhh@inibica.es)

The deadline for receiving applications will be:

Start Date: 15/03/2024

End Date: 14/04/2024

## Selection committee

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President: (IP) Etel Silva Garcia

Vowels:

- A selection of IP
- HR manager or derivative

## Provisional and Definitive Resolution

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Carry out a personal interview in which communication skills, aptitude for work and skills will be assessed, with a maximum of 30 points.

After the resolution of the place, and in the event that the selected person renounces the contract, the Selection and Evaluation Committee may decide to resolve in favor of the next best positioned person according to the list of published scores.

The monitoring of the different phases of the selection process (provisional resolutions and final resolution with contract proposal) can be consulted at the link of the call.

Cadiz, 15<sup>th</sup> of March 2024

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Signed: Julio Manuel Ríos de la Rosa

Manager

**SELECTION POLICY** INIBICA's selection policy is open, transparent and based on merit, ensuring the hiring of the right person for the job offered, guaranteeing equal opportunities and access for everyone, making the research career more attractive .

The researcher responsible for this contract declares that the person to be contracted will not have a job relationship with the SSPA or will carry out care work, or at least the candidate will need to request compatibility before hiring.

**DATA PROTECTION.** In accordance with the provisions of the current regulations on Protection of Personal Data (RGPD 2016/679 and L.O.P.D.G.D.D. 3/2018) we inform you that the Responsible is the Foundation for the Management of Biomedical Research of Cádiz (FCADIZ) with CIF G72109168 . At FCADIZ we process the information you provide us with in order to assess your CV to cover the different vacancies for a job position that may occur in our organization and therefore, due to a legitimate interest, the data provided will be kept, even so you can exercise your rights of access, rectification, cancellation or opposition, etc., addressing in a reliable way to the contact address of the Entity: Foundation for the Management of Biomedical Research of Cádiz, address at Avenida Ana de Viya, nº 21, 9th Floor , C.P. 11,009, Cadiz. The data will not be transferred to third parties except legal obligation.

You are reminded that under the provisions of Law 19/2013, of December 9, on transparency, access to public information and good governance, the identifying data and those necessary for the qualification and scale in calls for employment and / or contracts , can be published in the entity's offices and on its corporate website.

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