

PUBLIC CALL FOR EMPLOYMENT

RESOLUTION OF THE MANAGEMENT OF THE FUNDACIÓN DEL HOSPITAL NACIONAL DE PARAPLÉJICOS PARA LA INVESTIGACIÓN Y LA INTEGRACIÓN FOR THE HIRING OF RESEARCH PERSONNEL

Job title: Administrative

Number of positions to be filled: 1

Job reference: **2024_ADM_UNIDAD TÉCNICA_03**

Place of work: Foundation Hospital Nacional de Paraplégicos

Deadline for submission of applications: 5 working days from the day following the publication of the call on the Foundation's website.

In Toledo, 2th April 2024

The Fundación del Hospital Nacional de Paraplégicos para la Investigación y la Integración de Castilla-La Mancha, a non-profit entity, with its own legal personality, belonging to the Public Sector of the Junta de Comunidades de Castilla-La Mancha, and full capacity to act and under the tutelage of its Board of Trustees, whose objective is the management of means and resources at the service of the execution of clinical research programs and projects, basic or applied research, technological development and innovation in the field of Biomedicine and Health Sciences to contribute to the promotion and protection of the health of the population and to the progress and improvement of the National Health System, on the basis of the reasons of necessity set out in the following paragraph.

RESOLVES

To convene a selection process for the recruitment of a **Administrative Assistant** in the Technical Unit of the Foundation for the project "Foundation Structure" located at the headquarters of the Foundation, on a competitive basis, of the Fundación del Hospital Nacional de Paraplégicos, charged to the funds available in the project/bag "Foundation Structure", whose Responsible is Ms. Sagrario de la Azuela Gómez through a merit-based competition and interview system, as provided in these bases.

The selection system will respect the principles of publicity, merit, capacity and free concurrence of the candidates, as well as the principles of speed and efficiency, and will guarantee, at all times, the transparency of the selection process.

1. TERMS OF THE EMPLOYMENT CONTRACT:

- Legal Regime: Contracting under labor law
- Contract type: Substitution contract. Temporary contract

- Trial period: As required by regulations
- Workday: 35h week
- Work location: Foundation at the Hospital Nacional de Paraplégicos
- Gross remuneration: 1.640,64 euros/gross (14 payments)

The conclusion of the contract will be subject to compliance by the selected person with the requirements demanded by current labour legislation. In case of non-compliance with the requirements, the next person with the highest score will be contacted.

2. FUNCTIONS:

The person hired will join the Technical Unit of the Foundation. The group/unit, directed by Mr. José Antonio Díaz Almendros. The main functions and tasks to be developed will be among others:

- Contact with researchers for daily project management processes.
- Daily management of projects through the iFundanet platform.
- Maintain an updated knowledge on project management, financial policies, justification and management.
- Management of annexes.
- Preparation and uploading of research project justifications in accordance with the provisions of the order of bases of each call and the instructions of each funding agency.
- Preparation of allegations related to project justifications.
- Support for the development of audits within the framework of research projects.
- Management of the documentary support generated in the framework of the management and justification of projects.
- Updating and maintenance of the research section of the Foundation's website.

3. REQUIREMENTS TO PARTICIPATE IN THE CALL FOR APPLICATIONS

General requirements:

- Have Spanish nationality or work permit, or any other nationality that allows access to public sector employment. In case of not having this nationality and being selected, the contract will not be formalized until the corresponding documentation is in order. If this procedure is not completed within the period established by the Foundation's Management, the selected person will not be hired. In this case, the position will be vacant or the next person with the highest score will be hired.
- Have the functional capacity necessary for the performance of the tasks or functions corresponding to the position for which the call is made.

- Be at least 16 years of age and not exceed, where applicable, the maximum age of compulsory retirement or such other age as may be established by law.
- Not to have been separated, by means of disciplinary proceedings, from the service of any of the Public Administrations or of the constitutional or statutory bodies of the Autonomous Communities, nor to be in absolute or special disqualification for public jobs or positions by judicial resolution, for access to the body or scale of civil servant, or to perform functions similar to those performed in the case of labor personnel, in which he/she had been separated or disqualified. In the case of being a national of another State, not being disqualified or in an equivalent situation or having been subjected to disciplinary or equivalent sanction that prevents, in his State, in the same terms the access to the public employee.
- Not having been dismissed disciplinarily or by virtue of an objective dismissal from the Fundación del Hospital Nacional de Paraplégicos, except if the same has been declared null and void or unjustified. Exclusion will not be made if more than three years have elapsed from the date of dismissal to the date of publication of the terms and conditions of the call for applications.
- Comply with the contractual requirements in accordance with current legislation on work permits or any other that replaces it.
- Not having had an employment relationship with the Fundación del Hospital Nacional de Paraplégicos terminated in the three years prior to the date of publication of this call for employment due to failure to pass the probationary period.

Requirements of the position offered:

- **Qualifications:** High school diploma or vocational training certificate or equivalent, or supporting documentation of having applied for it by the deadline for submission of applications, accompanied by personal academic certification where appropriate.
- **Experience:** experience in management and administrative positions.

Any application that does not present supporting documentation of the fulfillment of the requirements will not be valued. The original documentation will be presented only by the selected person.

Candidates who do not meet the general requirements and those of the position offered at the date of the deadline for submission of applications will not be considered.

Candidates with degrees obtained abroad must prove that they are in possession of the corresponding homologation credential or the corresponding certificate of equivalence.

4. PRESENTATION OF APPLICATIONS:

Persons wishing to participate in the selective process should send the following documentation in a single document in PDF format to the email rrhh.fhnp@sescam.jccm.es

- Cover letter (express mention of the reference of the offer).
- Curriculum Vitae of the candidate (include cell phone number and contact e-mail).
- Photocopy of the D.N.I. or legally accredited document.
- Report of labor life issued by the Social Security, as well as the contracts where the developed position appears or, failing that, certificate of functions of the company that accredits the minimum professional experience required, as well as that which will be valued as additional merits..
- Documentation accrediting the merits described in the merit rating.
- If applicable, supporting documentation of functional diversity equal to or greater than 33%.

The merits presented must be possessed on the date of the deadline for the presentation of applications and must be accredited in order to be valued. No merit that has not been accredited with the contribution of the corresponding documentation within the established term will be evaluated.

Participation in the selection process implies the acceptance of these rules by the candidate.

The candidate will be bound to the data included in the application, thus recognizing the truthfulness and accuracy of the documentation submitted in the application. Any falsification of documents or merits will lead to automatic expulsion from the process.

5. EVALUATION PANEL:

The Evaluation Tribunal will be composed of:

- Presidency: Director of the Foundation
- Vocal: Administration Manager
- Secretariat: Human Resources of the Foundation

6. SELECTIVE PROCESS

The selection process will consist of two phases:

- **1st Phase: Evaluation of merits (6 points):** in this phase an evaluation of the merits and the requirements established in the call will be carried out by the Tribunal.

Professional merits related to the functions or activity to be carried out (4 points)	Maximum score per item										
<p>Experience in Administration positions, at the rate of:</p> <table border="1" data-bbox="370 622 928 857"> <thead> <tr> <th>Professional Category</th> <th>Score (day)</th> </tr> </thead> <tbody> <tr> <td>Administrative*</td> <td>0.0100</td> </tr> <tr> <td>Other Category**</td> <td>0.0050</td> </tr> <tr> <td>Administrative Trainee***</td> <td>0.0010</td> </tr> </tbody> </table> <p>*In order to take into account the work experience, it will be necessary to present the copy of the updated work life, the work contracts and certificate of services and functions of each work relationship.</p> <p>**In order to take into account the work experience in a different category, it will be necessary to present the certificate of services and functions that accredits work experience related to the offered job position.</p> <p>***In order to take into account a certificate related to an administrative internship, it will be necessary that the certificate specifies the equivalence to working days.</p>	Professional Category	Score (day)	Administrative*	0.0100	Other Category**	0.0050	Administrative Trainee***	0.0010	Up to 4 points		
Professional Category	Score (day)										
Administrative*	0.0100										
Other Category**	0.0050										
Administrative Trainee***	0.0010										
Training merits (2 points)	Maximum score per item										
<p>Office automation knowledge creditable through a certificate:</p> <table border="1" data-bbox="464 1541 975 1832"> <thead> <tr> <th>Formación</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Between 10 and 50 hours</td> <td>0.15</td> </tr> <tr> <td>From 51 to 100 hours</td> <td>0.25</td> </tr> <tr> <td>From 101 to 150 hours</td> <td>0.5</td> </tr> <tr> <td>From 150 to 400 hours</td> <td>1</td> </tr> </tbody> </table> <p>Training courses of less than 10 hours will not be counted.</p>	Formación	Points	Between 10 and 50 hours	0.15	From 51 to 100 hours	0.25	From 101 to 150 hours	0.5	From 150 to 400 hours	1	Up to 2 points
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Special assessment (1 point)	Maximum score per section
Disability equal to or greater than 33%	0,5 points
Victim of gender violence	0,5 points
Over 40 long-term unemployed in the last 5 years	0,05 points for each month of seniority up to a maximum of 1 point.

**The valuation of professional experience will be reduced proportionally in the case of services rendered on a part-time basis. The same period of experience may not be valued in more than one section.*

***The valuations will be made according to the merits accredited in accordance with the Annex.*

- **2nd Phase:** Personal interview (4 points): Candidates who have obtained at least 4 points in the 1st Phase will be summoned to a personal interview with the Tribunal, which may be conducted in person or online. This interview will also include a practical test that will deal with the following topics.
 - ✓ Basic computing: fundamental hardware concepts. Main physical components of a computer and its peripherals. Fundamental software concepts. Data storage systems. Operating systems. Basic notions on computer security.
 - ✓ Windows basics. Working in the Windows graphical environment: windows, icons, context menus, dialog boxes, context-sensitive help. The desktop and its elements. The Start menu. Windows settings.
 - ✓ Word processors. Microsoft Word: the work environment. Creating and structuring the document. Working with text in the document. Writing tools. Document printing. File management.
 - ✓ Purchasing and sales administrative operations: order notes, delivery notes, invoices and credit memos. Means of payment and cash position reconciliations.
 - ✓ Internet: development and operation. Main services and applications at user level. E-mail, web portals and cloud storage.
 - ✓ Power point. Basic concepts. Creation of slides. Templates. Presentations.

Interview	Maximum score per section
Result of the interview (2 points) + Practical Test (2 points)	4 points

In the event of a tie among the candidates, the following order shall be followed:

- 1º The candidate who has obtained the highest score in the merit sections.
- 2º In case of continuing and that the persons were of different sex, the tie will be resolved in favor of the sex that is underrepresented within the company.

The resolution of this call for the hiring of personnel is subject to prior authorization by the Ministry of Finance and Public Administrations of the Regional Government of Castilla-La Mancha.

The recruitment of research/technical personnel carried out by the Foundation will follow the principles of the OTMR policy established in the European Charter for Researchers: Transparent, open and merit-based recruitment. (Available at: <https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/hrs4r>).

The recruitment of research/technical personnel carried out by the Foundation is in accordance with the Equality Plan of the entity (Available at: <https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/plan-de-igualdad>).

The Foundation, for duly motivated reasons of interest to the entity, may withdraw at any time from the resolution of this call.

7. RESOLUTION OF THE CALL FOR APPLICATIONS

After the interview, the evaluating Tribunal will draw up the minutes together with the scale annex and will proceed to sign the same.

The minutes together with the scale will be sent to the Management of the Foundation who will issue the resolution of the awarding of the position, which will be published on the Foundation's website.

The Human Resources Department of the Foundation will contact the candidates to inform them of the result of the selection process within a maximum period of 5 working days from the publication of the resolution.

The person selected for the position will have a period of three working days from the next working day following the date of publication of the resolution to accept or reject the position.

The call for applications may be declared void if the evaluation committee considers that none of the candidates meets the requirements of the position.

Before formalizing the contract, the Foundation will check that the candidate has not exceeded the limits for temporary hiring provided for in Article 15 of Royal Legislative Decree 2/2015, of October 23, which approves the revised text of the Law of the Statute of Workers.

If, once the employment contract has been formalized, the person hired under these conditions causes voluntary resignation, does not pass the probationary period, is in a situation of temporary disability, leave of absence or any similar situation, he/she may be replaced by the next substitute in the resolution, in order of priority according to the final score obtained in the assessment resulting from the call, if he/she can prove that he/she meets the requirements of the call and complies with the applicable regulations.

The contract will be formalized in writing, and the most appropriate contractual modality for the purpose of the contract will be used, from among those in force at the time of its formalization. The start date will be established in the contracting proposal, depending on the needs of the projects and provided that it is administratively feasible.

Contracts may be terminated for any of the reasons set forth in the Workers' Statute, or in other applicable legislation, and also those set forth in the contract itself, among which the following shall be established: a) Completion or exhaustion of the budget appropriation, b) Completion of the tasks assigned to the employee's position within the project/unit and c) Completion of the project.

The gross salary of this job offer has been established through the salary table established by the Foundation or in the salary table of the call for proposals that subsidizes the contract.

8. ADVERTISING FINANCING

The present contract is financed by “Proyect Estructura Fundación”

9. COMPLAINTS AND/OR APPEALS

Within 3 working days, candidates may present possible complaints or claims after the communication of the finalization of the selection process, which will be dealt with within 15 working days.

The social jurisdictional order is competent to resolve disputes arising from these bases, in accordance with Law 36/2011, of October 10, 2011, regulating the social jurisdiction, without the possibility of filing any other appeal in administrative proceedings or any claim prior to the social judicial proceedings.

10. PROTECCIÓN DE DATOS

All applications received in connection with job offers will be processed by the Foundation for the purpose of selecting the most suitable candidate and in compliance with the public interest (art 6.1 e of EU regulation 2016/679) which provides for the legally established transfer of data to public control bodies, audits and other public bodies; and the right of the applicant to request access, rectify and cancel data from their application when they consider by contacting the contact address of the offer. By submitting an application, the interested party gives his/her consent to the processing of his/her personal data for the purpose of participating in the selection process and for sending/receiving communications related to the same.

The purpose of the data processing is the management of the candidacy, carrying out the selective process and any other derived from the selective process.

Interested persons may exercise their right of access, rectification, deletion, limitation and opposition by means of a written request, accompanied by a photocopy of the ID card or equivalent document, by e-mail to rrhh.fhnp@sescam.jccm.es indicating in the subject DATA PROTECTION SELECTIVE PROCESS.

ANNEX I. ACCREDITATION OF MERITS

Time of service worked: the accreditation of the time of service worked will be made with the presentation of the certificate of labor life of the General Treasury of the Social Security. In order to accredit that the services have been rendered in positions with analogous functions, a certificate of functions issued by the hiring company or, failing that, the employment contract if it includes such functions, together with the indication of the professional category, must be submitted.

Internships: the accreditation of internships will be done through a certificate from the institution indicating the number of hours and functions performed.

University Degrees: the accreditation of degrees, bachelor's degrees, master's degrees or doctorates will be done through the presentation of the official degree.

Courses: the accreditation of courses will be done through the presentation of the certification issued by the entity where the course was given. Said certification must state the number of teaching hours of the course.

Publications: the accreditation of the publications made will be done through the presentation of a copy of the first page of the article. If such page does not include the reference to the journal and its number, those copies that include such information must be submitted.

Languages: the accreditation of languages will be done through the official certificates issued.

Functional diversity or special conditions: supporting documentation.

Accreditation of knowledge: certificate issued by the company or entity where such knowledge was acquired.