

## **PUBLIC CALL FOR EMPLOYMENT**

### **RESOLUTION OF THE MANAGEMENT OF THE INSTITUTO DE INVESTIGACIÓN SANITARIA DE CASTILLA-LA MANCHA (IDISCAM) | FUNDACIÓN DEL HOSPITAL NACIONAL DE PARAPLÉJICOS PARA LA INVESTIGACIÓN Y LA INTEGRACIÓN FOR THE HIRING OF RESEARCH PERSONNEL**

**Job title:** Administrative Assistant (C1)

**Number of positions to be filled:** 2

**Job reference:** **2026\_C1\_Adm\_Gestión Investigación**

**Place of work:** Headquarters of the Castilla-La Mancha Institute of Health Research (IDISCAM)

**Deadline for submission of applications:** 5 business days from the day after the publication of the call for applications on the Fundación website.

In Toledo, 13 April 2026

The Instituto de Investigación Sanitaria de Castilla-La Mancha (IDISCAM) | 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 call for applications for the recruitment of two Administrative Assistants (C1) at the Castilla-La Mancha Institute for Health Research (IDISCAM) | Fundación del Hospital Nacional de Paraplégicos para la Investigación y la Integración de Castilla-La Mancha of the National Hospital for Paraplegics, on a competitive basis, at the Health Research Institute of Castilla-La Mancha (IDISCAM) | National Hospital for Paraplegics Foundation, funded from the funds available under Project ADM00202 IDISCAM, whose Principal Investigator is Dr Manuel Sánchez de la Torre, and through a merit-based competition and interview process, as set out in these terms and conditions.

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

## 1. TERMS OF THE EMPLOYMENT CONTRACT:

- **Legal Regime:** Contracting under labor law
- **Contract type:** Contract of scientific-technical activities (art. 23 Royal Decree-Law 8/2022, of 5 April). Linked to the duration of the project and the grant awarded.
- **Trial period:** 3 months
- **Workday:** 35 h/week
- **Work location:** National Hospital of Paraplegics
- **Gross remuneration:** 1.749,73 euros/gross/month (14 monthly payments)

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

## 2. FUNCTIONS:

The successful candidate will join the Castilla-La Mancha Institute of Health Research (IDISCAM), headed by Dr Manuel Sánchez de la Torre.

The main duties and tasks to be carried out within the research project will include, among others:

- Reviewing supplier invoices, minor contracts and other project expenses.
- Assisting with the management of research projects.
- Accounting via Fundanet.
- Internal and external invoicing for projects and research studies via Fundanet.
- Tax preparation.
- Analysis of historical data, verification of project/supplier/financial year balances, and preparation of reports, charts and presentations.

- Data analysis.
- Internal order management.
- Compilation of expense lists for financial monitoring of the project.
- Conducting surveys.
- Assisting researchers.
- Signature management.
- Assisting with human resources management.
- Supporting the HRS4R quality mark accreditation process.
- Telephone support.
- Supporting the Technical Unit.

### 3. REQUIREMENTS TO PARTICIPATE IN THE CALL FOR APPLICATIONS

#### General requirements:

- Have Spanish nationality, a 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 IDISCAM | Fundación Management, the selected person will not be hired. In this case, the position will remain vacant or the next person with the highest score will be hired.
- Have the functional capacity necessary to performance the tasks or functions corresponding to the position for which the call is made.
- Be at least 16 years old 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 constitutional or statutory bodies of the Autonomous Communities, nor to be in absolute or special disqualification for public employment or positions by judicial resolution, for access to the body or scale of civil servant, or to perform similar functions 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 Instituto de Investigación Sanitaria de Castilla-La Mancha (IDISCAM) | 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 Instituto de Investigación Sanitaria de Castilla-La Mancha (IDISCAM) | 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:** Applicants must hold a Baccalaureate, a Higher Vocational Training Certificate or an equivalent qualification, or be in a position to obtain one by the closing date for applications. In the latter case, proof must be provided that the qualification has been applied for, accompanied, where applicable, by a personal academic certificate confirming successful completion of the relevant course of study. (MECES Level 1)

**Experience:** Experience in management and administrative roles.

Any application that does not include supporting documentation of the fulfillment of the requirements will not be considered. The original documentation will be required only from 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 must submit the following documentation in a **single file** through the Fundación website in the section corresponding to the job posting:

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<https://fhnp.es/ofertas-de-empleo/>

- Cover letter (express mention of the reference of the offer).
- Curriculum Vitae of the candidate (include cell phone number and contact e-mail).
- Academic qualification. Must hold the degree required in the specific requirements of the call, or provide a receipt evidencing payment of the fees for its issuance, which will be accepted as the only valid supporting document in addition to the official degree.
- 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, alternatively, certificate of functions of the company that accredits the minimum professional experience required, as well as any experience that 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 TRIBUNAL:

The Evaluation Tribunal will be composed of:

- Presidency: IP/Service Manager
- Vocal: Member of the reception group
- Secretariat: IDISCAM | Fundación Human Resources

## 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 (3 points)	Maximum score per item										
<p>Experience in administrative roles, as follows:</p> <table border="1" data-bbox="360 533 919 831"> <thead> <tr> <th>Professional category</th> <th>Points (per day)</th> </tr> </thead> <tbody> <tr> <td>Administrative*</td> <td>0.0100</td> </tr> <tr> <td>Other categories**</td> <td>0.0050</td> </tr> <tr> <td>Administrative work experience***</td> <td>0.0010</td> </tr> </tbody> </table> <p>*In order for your work experience to be taken into account, you will need to provide an up-to-date copy of your employment history, employment contracts and a certificate detailing the duties and responsibilities for each employment relationship.  **In order for work experience in a different category to be taken into account, you must submit a certificate of duties and responsibilities confirming that your work experience is relevant to the post being advertised.  ***In order for a certificate relating to work experience, such as an administrative placement, to be taken into account, it must specify the equivalent number of working days.</p>	Professional category	Points (per day)	Administrative*	0.0100	Other categories**	0.0050	Administrative work experience***	0.0010	Up to 3 points		
Professional category	Points (per day)										
Administrative*	0.0100										
Other categories**	0.0050										
Administrative work experience***	0.0010										
Training merits (2 points)	Maximum score per item										
<p>Training in office automation, leading to a certificate.</p> <table border="1" data-bbox="456 1473 967 1693"> <thead> <tr> <th>Training</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>10–50 hours</td> <td>0.15</td> </tr> <tr> <td>51–100 hours</td> <td>0.25</td> </tr> <tr> <td>101–150 hours</td> <td>0.35</td> </tr> <tr> <td>150–400 hours</td> <td>0.5</td> </tr> </tbody> </table> <p>Training courses lasting less than 10 hours will not be counted.</p>	Training	Points	10–50 hours	0.15	51–100 hours	0.25	101–150 hours	0.35	150–400 hours	0.5	Up to 1 point
Training	Points										
10–50 hours	0.15										
51–100 hours	0.25										
101–150 hours	0.35										
150–400 hours	0.5										
Training in accounting and taxation, to be accredited by means of a certificate.	Up to 1 point										

Training	Points		
10–50 hours	0.15		
51–100 hours	0.25		
101–150 hours	0.35		
150–400 hours	0.5		
<b>Special assessment (1 point)</b>			<b>Maximum score per section</b>
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 I.*

- **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 deal with the requirements established in the call for applications.

Interview	Maximum score per section
Result of the interview	4 points

In the event of a tie among the candidates, the following order will 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 IDISCAM | Fundación 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 IDISCAM | Fundación is in accordance with the Equality Plan of the entity (Available at: <https://hnparaplejicos.sanidad.castillalamancha.es/es/fundacion-hnp/plan-de-igualdad>).

The IDISCAM | Fundación, 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 IDISCAM | Fundación who will issue the resolution of the awarding of the position, which will be published on the Fundación website.

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

The person selected for the position will have a period of three business days from the next business 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 IDISCAM | Fundación 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 IDISCAM | Fundación or in the salary table of the call for proposals that subsidizes the contract.

## **8. ADVERTISING FINANCING**

Project ADM00202 IDISCAM

## **9. COMPLAINTS AND/OR APPEALS**

Within 3 business days, candidates may present possible complaints or claims after the

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communication of the finalization of the selection process, which will be dealt with within 15 business 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. DATA PROTECTION

All applications received in connection with job offers will be processed by the IDISCAM | Fundación 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 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](mailto:rrhh.fhnp@sescam.jccm.es) indicating in the subject DATA PROTECTION SELECTIVE PROCESS.

**Fdo: Manuel Sánchez de la Torre**

**Director de la Fundación**

## 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.