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: Higher-Level Qualified Technician (A1) / Legal Technician

Number of positions to be filled: 1

Job reference: **2026_A1_Técnico/a Jurídico**

Place of work: Castilla-La Mancha Institute of Health Research (IDISCAM)|National Hospital for Paraplegics Foundation, Toledo

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, 8 October 2026

The Instituto de Investigación Sanitaria de Castilla-La Mancha (IDISCAM) | Fundación del Hospital Nacional de Parapléjicos 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 launch a recruitment process for the appointment of a Senior Qualified Technician (A1) – Legal Technician at the headquarters of the Castilla-La Mancha Institute for Health Research (IDISCAM) | National Hospital for Paraplegics Foundation, through a competitive selection process, organised by the Castilla-La Mancha Institute for Health Research (IDISCAM) | National Hospital for Paraplegics Foundation, funded from the funds available under Project ADM00202

IDISCAM, whose Principal Investigator is Mr Manuel Sánchez de la Torre, and through a merit-based selection process involving an interview, as set out in these terms and conditions.

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:** Headquarters of the Castilla-La Mancha Institute for Health Research (IDISCAM) | National Hospital for Paraplegics Foundation, Toledo
- **Gross remuneration:** 2,934.35 euros gross per month (14 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 Legal Department of the Castilla-La Mancha Institute for Health Research (IDISCAM)|National Hospital for Paraplegics Foundation and will carry out their duties under the direction and supervision of the head of the department.

The main duties and tasks to be carried out as part of the research project will include, amongst others:

- **Processing of files.** Comprehensive handling of procurement files subject to Law 9/2017 of 8 November on Public Sector Contracts (open, simplified open and summary

procedures, negotiated without advertising, minor contracts and contracts based on framework agreements), from the definition of the requirement through to formalisation, including their management and publication on the Public Sector Procurement Platform.

- **Documentation for the contract file**. Preparation of supporting reports, reports on the need for the contract and lack of resources, reports calculating the estimated value and the base tender budget, specific administrative clauses, and resolutions on the commencement, evaluation, award and formalisation of the contract, as well as coordination with the project-managing units in drafting the technical specifications.
- **Tendering and Procurement Committee.** Support for the Procurement Committee: preparation of minutes, assessment of administrative documentation, requests for rectification and for documentation prior to award, handling of abnormally low tenders and, where applicable, preparation of reports and submissions in special appeals relating to procurement.
- **Contract implementation.** Monitoring the performance of contracts: amendments, extensions, assignments, imposition of penalties, acceptance, settlement and release of guarantees.
- **R&D&I agreements and contracts.** Drafting and reviewing collaboration agreements, research contracts and contracts for the provision of scientific and technical services, confidentiality agreements, material transfer agreements, equipment transfer agreements, consortium agreements and other contractual documents excluded from the scope of the Public Sector Contracts Act.
- • Intellectual and industrial property and technology transfer. Legal support for the protection and commercialisation of research outcomes: ownership of results, co-ownership agreements, licence agreements and other knowledge transfer instruments.
- Data protection and biomedical research. Support in ensuring compliance with personal data protection and biomedical research regulations in the organisation's projects and contracts.
- Reports and enquiries. Drafting of legal reports and resolution of enquiries raised by research teams, management units and senior management, as well as support in preparing legal documentation for governing bodies and in relations with public authorities and external organisations.
- Internal procedures. Collaboration in the drafting and updating of procedures, internal

instructions, standardised templates and guidelines for research and management staff.

- Other duties. Collaboration with other areas of the Foundation on administrative management tasks arising from research activities and any other similar tasks entrusted to the post holder, within the scope of their professional role.

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 Parapléjicos, 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 Parapléjicos 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:

Qualification: Bachelor's Degree in Law (MECES Level 2)

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:

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
Professional experience in public procurement: handling of procurement files subject to Law 9/2017 of 8 November on Public Sector Contracts, gained within public sector organisations (public administrations, public sector foundations and companies, universities, public research bodies, health research institutes or health services) or through the provision of legal advice to such organisations in this field. This will be awarded at a rate of 0.50 points per year of experience. To be evidenced by a certificate detailing the duties and responsibilities carried out at the organisation where the experience was gained.	Up to 2 points
Professional experience in providing legal advice in the field of R&D&I or healthcare: drafting and reviewing agreements, research or technology transfer contracts, confidentiality agreements, and providing advice on intellectual and industrial property, data protection or the legal framework of the public sector, gained in public or private research organisations, universities, healthcare organisations, companies, professional firms or whilst practising as a solicitor. This will be awarded at a rate of 0.25 points per year of experience. To be evidenced by a certificate detailing the duties and responsibilities carried out at the organisation where the experience was gained.	Up to 1 point
Training merits (2 points)	**Maximum score per item**
Postgraduate university qualifications relevant to the duties of the post (Administrative Law, Public Procurement, Health or Bio-health Law, Intellectual and Industrial Property, Data Protection, R&D&I Management and Knowledge Transfer, or Admission to the Bar): Official Master's degree: 0.5 points per qualification. Other university qualifications: 0.25 points per qualification. To be evidenced by the relevant qualification or academic certificate.	Up to 0,75 points
Supplementary training courses directly related to the duties of the post (public procurement, administrative procedures and the legal framework of the public sector, data protection, intellectual and industrial property, knowledge transfer, R&D&I project management, transparency, ethics and integrity in research), delivered by public authorities, universities, professional bodies or other training organisations. Each course will be awarded 0.15 points. Courses lasting fewer than 10 hours, those for which the number of hours is not specified, and those forming part of the curriculum of the degree programmes listed in the previous section will not be taken into account. These must be accredited by means of qualifications, diplomas or training certificates stating their content and duration.	Up to 0,75 points
Proficiency in English in accordance with the Common European Framework of Reference for Languages (CEFR): Level B1: 0.15 points. Level B2: 0.25 points. Level C1 or above: 0.5 points.	Up to 0,5 points

Only the highest accredited level will be taken into account. Accredited by means of an official certificate.	
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 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://fhnp.es/documentacion-de-interes/).

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://fhnp.es/transparencia/).

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

ADM00202 IDISCAM

9. COMPLAINTS AND/OR APPEALS

Within three business 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

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@idiscam.es indicating in the subject DATA PROTECTION SELECTIVE PROCESS.

77321581C MANUEL SANCHEZ (R: G45568441)

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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: Publications shall be verified by including them in the CV with the full bibliographic reference and, where available, the DOI, PMID or other identifier that allows them to be consulted and verified in public databases. It will not be necessary to provide a copy of the article where the authorship and bibliographic details can be verified by these means. For publications not available via open access, a PDF of the article must be provided where publicly available information does not allow the claimed merit to be adequately verified.

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.