

Open position at the ICAC!

On January 28, 2022, the call for the provision of a permanent workplace of ICAC director's secretary (multipurpose) (code 017.100) is open.

The public announcement of the call was posted at the [Official Gazette of the Generalitat de Catalunya, DOGC](#) on January 27, 2022. The deadline for applications is on **February 17, 2022** (23.59 h).

Check out all information and related forms at [Working at the ICAC/Open calls](#).

Summary of the call:

The aim of this call is the hiring of a permanent mid-level technician workplace, level B1, to support the ICAC director (multipurpose). This workplace was published in the ICAC Public Employment Offer corresponding to the year 2019 (DOGC No. 8033 - 12/31/2019), with the following definition:

1. Functional area: main assignment to the ICAC Director Office and with tasks related to the Research Management and Support Department (multipurpose).
2. Category: B1.
3. Functions: to carry out technical support and administrative tasks related to Director Office; management of compliance with regulations on the protection of personal data; management of the register S@rcat and the electronic administrative procedures; management of data upload for the Catalan university information system UNEIX.
4. Constraints: skills in management secretarial, electronic administration, and personal data protection; intermediate knowledge of the English language; level of Catalan C1 and Spanish C2 (applicants who do not have Spanish nationality).

Deadline: February 17th, 2022 (23.59 h)



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Job: ICAC director's secretary

Deadline: February 17th, 2022

Info: www.icac.cat

