

Call for applications from the Catalan Institute of Classical Archaeology (ICAC) for the filling of a permanent position of a senior researcher specialized in archaeobotany (code 017.135)

1. Object and definition of the position

The purpose of this call from the Catalan Institute of Classical Archaeology (hereinafter ICAC) is the hiring of a permanent position of a senior researcher, level I2, specialized in archaeobotany. In ICAC's job listing, there is a vacant position that was approved in the Board of Directors meeting on December 19, 2022.

Function Area	Mainly assigned to the Research Area as a senior researcher specialized in archaeobotany.
Category	Group I2
Requirements	<ul style="list-style-type: none"> - Having a positive evaluation under the Incentive Program for the Incorporation and Intensification of Research Activity (I3 Program) or equivalent. - Proficiency level in Catalan language (C1). - If not a Spanish national, knowledge of Spanish language at level C1 or equivalent,
Functions	<ul style="list-style-type: none"> - Leading the archaeobotany research line. - Directing the archaeobotany section of the bioarchaeology laboratory. - Conducting research in archaeobotany at an international level. - Conducting research in Aegean archaeology. - Disseminating research and specialized publications in archaeobotany at an international level. - Supervising predoctoral and postdoctoral researchers, and scientific-technical staff at ICAC.
Conditions:	<ul style="list-style-type: none"> - Demonstrable international expertise in the field of archaeobotany, specifically in the study of seeds (carpology). - Experience in coordinating archaeobotanical projects on seeds. - Experience in supervising predoctoral and postdoctoral researchers. - Demonstrable international leadership capacity in the field of archaeobotany, specifically in the study of seeds (e.g., leadership in research projects, evaluation of doctoral theses, evaluation of archaeological projects, participation in relevant scientific and editorial committees, organization of relevant congresses). - Experience in Aegean archaeology. - Experience in higher education teaching. - Advanced knowledge of Greek and English languages.

This job position was published in ICAC's Public Employment Offer for the year 2022 (DOGC No. 8819 - 12/23/2022)."

2. Number of Employment Contracts and Access System to the Position

- 2.1. Only one permanent employment contract can be formalized.
- 2.2. The access system to the position will be through a competition based on merits.

3. Requirements for Applicants

- 3.1. Applicants must hold a doctoral degree in the field of History, Archaeology, or other suitable fields for the profile of the advertised position.
- 3.2. They must have a proficiency level in the Catalan language (C) as established by the law 152/2001, of May 29, regarding the assessment and certification of Catalan language skills. In case the applicant does not certify this level, the Research Evaluation Committee may require the completion of an equivalent test.
- 3.3. Applicants who are not Spanish nationals must possess knowledge of the Spanish language at level C or equivalent.
- 3.4. Certification of Spanish language proficiency will be obtained through passing the designated test or exercise, or by presenting one of the following documents:
 - 3.4.1. A certificate stating that primary and/or secondary education and/or high school were completed in Spain.
 - 3.4.2. The Spanish diploma established by Royal Decree 1137/2002, of October 31, or its equivalent, or an academic certification indicating the passing of all required tests.
 - 3.4.3. The Spanish proficiency certificate for foreigners issued by official language schools.
- 3.5. Immediate availability for incorporation.
- 3.6. Applicants must not be disqualified by final judgment from exercising public functions, nor have they been dismissed by final disciplinary resolution from service in any public administration.
- 3.7. Applicants must not have any illness or disability that would prevent them from performing the duties of the position.

4. Permanent Employment Contract

- 4.1. The employment contract will be full-time (100%) and exclusive dedication, formalized at the senior researcher level, I2. Additionally, it corresponds to a position included in ICAC's Job Position Chart.
- 4.2. The contract will be formalized in accordance with the law 2/2015, of October 23, approving the revised text of the Workers' Statute Law; Royal Legislative Decree 5/2015, of October 30, approving the revised text of the Basic Statute Law for Public Employees; the Collective Bargaining Agreement for the office and desk sector of Catalonia for the years 2022 and 2024 (agreement code number 79000375011994); and ICAC's own regulations.

5. Remuneration and Other Rights

- 5.1. The contract amount will be a gross remuneration of €3,354.63 monthly, which the contracted person will receive 14 times a year and/or proportionally to the duration of the contract.
- 5.2. Annual leave will be 23 days for each complete year of service or the proportional part corresponding to the time worked.
- 5.3. The working hours will be full-time, at a rate of 37.5 effective working hours per week, including breaks as mandated by law.

5.4. Regarding working hours, schedule, and time management, ICAC's own regulations will be followed.

6. Application.

6.1. Applications must be submitted along with the standardized form published in Annex I of these Guidelines, available on ICAC website (<http://www.icac.cat>). Applications must be signed by the applicants and addressed to ICAC's director.

6.2. Applications must include the following documentation: completed and signed application form (Annex I of these Guidelines), and all documentation specified in section 7 of these Guidelines. This documentation can be submitted to ICAC's secretariat and can also be sent through any of the means established in Article 16.4 of law 39/2015, of October 1, on the Common Administrative Procedure of Public Administrations, such as: electronic registry of public administration, postal mail offices, diplomatic representations or consular offices of Spain abroad, assistance offices for registration matters, portal for generic requests of the Government of Catalonia, or any other means established by current regulations.

If the application is sent through a postal office, it should be sent by administrative mail, meaning that the documentation must be submitted in an open envelope, and the application must be registered by the postal office, noting the date and time of submission. This procedure will also be valid if the in-person registration of another public administration deems it appropriate. To ensure the processing of applications submitted through this procedure, it is recommended to send an email to rrhh@icac.cat attaching a copy of the properly registered application.

6.3. The submission of the application implies full acceptance of these Guidelines.

6.4. The submission of the application authorizes ICAC, if deemed necessary, to obtain and verify the necessary data of the applicant with other public administration bodies, with the aim of satisfactorily resolving the call. In case of technical difficulties preventing or hindering data transfer, the applicant may be asked to provide the documents.

6.5. The submission of the application authorizes ICAC to send communications and notifications related to this call to the applicant via email. Communications will be sent to the email address provided in the application.

7. Documentation to be attached in the application

7.1. Documentation to verify the applicant's curriculum data:

7.1.1. Photocopy of the corresponding academic degrees that are suitable for the call, in accordance with section 3.1. of these Guidelines.

7.1.2. If applicable, certificates of proficiency in the Catalan and Spanish languages, in accordance with sections 3.2., 3.3., and 3.4. of these Guidelines.

7.1.3. A PDF of the applicant's Curriculum Vitae (CV) detailing their academic and research activities in a freely formatted document with URLs that allow verification of the presented merits.

7.1.4. In case it's not possible to specify a URL where the merit(s) can be found in the CV, a PDF containing the supporting documents corresponding to the aforementioned merits should be attached.

7.2. Simple photocopy of the applicant's ID card, NIE, or passport. Foreign individuals without NIE must attach a photocopy of their passport.

7.3. Only information presented up to the closing date of the application submission will be considered for merit evaluation.

7.4. ICAC may request, at any time during the processing of the application, the documentation it deems necessary to verify compliance with the requirements specified in this call. Failure

to provide the requested documentation within the legally established period may result in the suspension of the application. The information provided can only refer to events up to the closing date of the application submission period.

7.5. Additionally, when completing Annex I of the application, the applicant will confirm compliance with the following requirements:

7.5.1. That they are up to date with tax obligations with the General State Administration, Social Security, and the Government of Catalonia.

7.5.2. That they do not suffer from any illness or physical disability that would prevent them from performing the activities of the contract."

8. Deadline for Submission of Applications, Inadmissibility and Withdrawal

8.1. The deadline for submitting applications will be fifteen working days from the day after the publication of this call announcement in Diari Oficial de la Generalitat de Catalunya (DOGC). After this deadline, a provisional list of admitted and excluded applications will be published on ICAC website, indicating the reasons for exclusion.

Applicants who are excluded will have a period of five working days, starting from the day following the publication of the aforementioned provisional list of admitted and excluded applications, to correct the defects in their application. Failure to do so will result in the rejection of the application.

8.2. Once the correction period is resolved, a definitive list of admitted and excluded applications will be published on ICAC website. Before the contract is awarded, ICAC administrator will decide on the inadmissibility or withdrawal of the submitted applications and will notify the applicants individually via email.

8.3. Irremediable non-compliance with the requirements of the call or the application submission deadline, as established in these Guidelines, will result in the inadmissibility of the application. Any applicant may expressly withdraw from participation in the call by submitting a withdrawal letter to ICAC, which the center must accept.

9. Procedure instruction and evaluation of applications

9.1. The procedure instruction and evaluation of applications will be carried out by a Research Evaluation Committee (hereinafter, CAR). The CAR will be appointed by the director of ICAC and will consist of a minimum of four members: a president, three members, including at least one member of the Scientific Advisory Board (SAB), and two external individuals to ICAC with appropriate scientific qualifications. Another person will be appointed as secretary, who will attend meetings without voting rights.

9.2. The CAR will review the applications with the aim of selecting the most suitable one for the objectives of the call.

9.3. The CAR will evaluate the research activities presented in the CVs of the applications and will issue the relevant evaluation reports. The final qualifications must follow the following classification:

9.3.1.(A, A-) Exceptional performance, research activity with significant international impact due to originality, rigor, and importance (90-100 points).

9.3.2.(B+, B) Excellent performance, with results close to the highest international standards in terms of originality, rigor, and importance (70-89 points).

9.3.3.(C+) Regular performance, with very standard results. Does not exceed the minimum standards for obtaining the position of senior researcher specialized in archaeobotany (50-69 points).

9.3.4.(D) Poor performance. Does not meet the minimum standards for obtaining the position of senior researcher specialized in archaeobotany (<50 points).

9.4. The evaluation of applications will be based on a series of criteria and the consolidation of a series of indicators:

General Criteria	Indicators	Scores
Leadership of group, team, and research line	Leadership of groups, teams, and/or research lines.	Qualitative scoring Maximum 5 points
Specific criteria	Indicators	Scores
Relevant scientific production	Scientific publications with relevant content, both collective and individual. Participation in congresses, conferences, and scientific meetings. Originality, regularity, and diversification of publications. Applicant's contribution (in case of co-authorship). Others	Qualitative scoring Maximum 40 points
Direction of research projects funded by competitive calls	Number of research projects at local, regional, national, and European levels. Quality of achieved projects. Obtaining competitive resources. Others	Qualitative scoring Maximum 20 points
Training capacity and ability to create a research group	Direction of theses Supervision and mentoring of predoctoral and postdoctoral researchers University teaching experience in undergraduate and master's degrees Organization of training activities Others	Qualitative scoring Maximum 15 points
Dissemination, transfer, and social impact	Participation in activities promoting dissemination, transfer, and social impact Qualitative indicators of the social impact of research Others	Qualitative scoring Maximum 10 points

Other merits	Long-term research stays in foreign centers and international exposure Scientific leadership positions (editorial committees, scientific committees, coordination, etc.) Organization and management of STEM activities (congresses, seminars, etc.)	Qualitative scoring Maximum 10 points
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- 9.5. If deemed necessary, the CAR may request documentation to verify the alleged merits at any stage of the application process. Failure to provide the requested documentation within the specified deadline may result in the suspension of the application. This request will be communicated to the interested parties via the email address specified in the application.
- 9.6. The CAR will agree on a provisional proposal for the contract award, which will specify an ordered list of applicants based on the evaluation results. The CAR will propose the contract award to the applicant who has achieved the best result. Applicants who have not obtained an A, A-, B+, B result in the evaluation cannot be selected or included in the reserve list, as they do not meet the minimum standards required for the position of a senior researcher specialized in archaeobotany.
- 9.7. Applicants who rank second and subsequent in the classification will form the reserve list to cover any resignation or withdrawal that may occur from the selected candidate in the first place, in accordance with section 15 of these guidelines, provided they have obtained an A, A-, B+, B result in the evaluation. If the applicant who ranked second in the classification cannot fill the vacancy, the right will pass to the third person in the classification, and so on.

10. Provisional proposal for granting and allegations.

- 10.1. The CAR will publish the provisional proposal for contract award, in accordance with sections 9.6 and 9.7 of these guidelines, on ICAC website, including a list of admitted applicants ordered according to the evaluation results. Additionally, the provisional proposal for granting will be communicated to the admitted applicants in the competition through the email address specified in the application.
- 10.2. Applicants may submit allegations to the provisional proposal for granting within a period of 10 working days, starting from the day after its publication and communication.
- 10.3. Once the deadline for submitting allegations has elapsed, the CAR will submit a definitive proposal for granting to the director of ICAC, which will include the evaluation of the allegations presented, if applicable, and the result of the evaluation of the applications, as well as other issues that may be considered related to the hiring of the applicant beneficiary of the call.

11. Resolution for granting and acceptance by the beneficiary.

- 11.1. The director of ICAC will resolve the granting of the contract offered in this call within a maximum period of six months after the deadline for submitting applications. If this period elapses without an express resolution, it will be understood that the contracts have not been granted. For the calculation of this period, the time elapsed between the end of the allegations period and the definitive proposal for granting by the CAR (section 10.3 of these guidelines) will not be taken into account.

- 11.2. The resolution of granting will be final and will take into account the proposal for granting by the CAR. In addition to listing the name and surnames of the applicant to whom the contract has been granted, it will also include the names and surnames of the substitutes, which will be ordered according to the evaluation results. The award of the contract, where applicable due to resignations or withdrawals, will follow the order established in the reserve list and in accordance with the procedure provided for in section 15 of these guidelines.
- 11.3. The resolution of granting will be published on ICAC website. Additionally, it will be communicated to the admitted applicants in the competition through the email address specified in the application.
- 11.4. Before signing the contract, the beneficiary who has not authenticated the documentation submitted with the application (Annex I) must do so at ICAC secretariat or through the means provided for in Law 39/2015, of October 1, on the Common Administrative Procedure of the Public Administrations, and then submit it to ICAC.
- 11.5. Against the resolution of granting, applicants may lodge an appeal before the Management Board of ICAC, the decisions of which exhaust the administrative process (Article 4.2 of ICAC Statutes), within one month from the day after the resolution, in accordance with the provisions of Article 76 of Law 26/2010, of August 3, on the legal system and procedure of the public administrations of Catalonia, and Article 122 of Law 39/2015, of October 1, on the common administrative procedure of the public administrations.
- 11.6. From the day after the publication of the resolution of granting, the beneficiary will have twenty working days to sign the contract.

12. Duties of the hired person

- 12.1. Duty to accept and comply with the conditions of this call and the internal regulations of ICAC.
- 12.2. Duty to comply with the safety and occupational health regulations of ICAC, in accordance with Law 31/1995, of November 8, on the prevention of occupational risks.
- 12.3. Duty to comply with the obligations arising from the regulations on the protection of personal data, in accordance with Organic Law 3/2018, of December 5, on the protection of personal data and guarantee of digital rights.
- 12.4. Duty to join the Research Area of ICAC.
- 12.5. Duty to communicate, if applicable, the resignation of the employment contract by means of a motivated written notice addressed to the director of the Institute.

13. Monitoring and Evaluation of the hired person

The hired person will be evaluated during the probationary period, which will correspond to the first 6 months of the contract, for continuity in the job position. This evaluation will review compliance with the employment contract and the proper integration into ICAC.

14. Compatibility of the contract

The provisions of Law 21/1987 on the incompatibilities of personnel serving the administration of the Generalitat of Catalonia shall apply to this contract.

15. Resignations and revocations

- 15.1. Resignation, revocation, or withdrawal that may occur within the first six months of the contract may be filled by the applicant listed in the reserve list, in accordance with section 9.7 of these guidelines.
- 15.2. If the hired person resigns from the job, they must explain this voluntary withdrawal in a written notice to the director of ICAC.
- 15.3. The person who fills the resignation (section 15.1 of these guidelines) is subject to the same conditions as set forth in the call.
- 15.4. The ICAC will revoke the signed contract if the hired person has not passed the probationary period established in section 13 of these guidelines.

16. Personal Data

- 16.1. By formalizing and submitting the application, applicants accept the Terms of the call and give their consent for the processing of personal data necessary to participate in the call and for the rest of the processing of the selection process or other actions arising from it, in accordance with current regulations.
- 16.2. The personal data contained in the application will be processed in the "Selection and Provision of Job Positions" activity, with the following specifications:
 - 16.2.1. Activity Identification: Selection and Provision of Job Positions.
 - 16.2.2. Data Controller: Institut Català d'Arqueologia Clàssica (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, phone (+34) 977 24 91 33, info@icac.cat, www.icac.cat.
 - 16.2.3. Data Protection Officer: delegatpd@icac.cat, Institut Català d'Arqueologia Clàssica, plaça d'en Rovellat, s/n, 43003 Tarragona, phone (+34) 977 24 91 33.
 - 16.2.4. Purpose of Personal Data Processing: Selection and Provision of Job Positions through public calls.
 - 16.2.5. Legal Basis: Consent, mission carried out in the public interest provided for in Royal Legislative Decree 5/2015, of October 30, which approves the revised text of the Basic Statute of Public Employees.
 - 16.2.6. Recipients: publication on ICAC website of the selection process procedures, in accordance with current regulations; the applicant will be informed that their data will be published on ICAC website; individuals accessing information as part of the active publicity principle provided for in transparency regulations; competent public administrations in this area, in compliance with applicable legal obligations. Personal data will not be transferred outside the European Union.
 - 16.2.7. Rights of the Data Subjects: Data subjects may access the personal data provided, request its rectification or erasure, object to its processing, and request its restriction by sending an express request to delegatpd@icac.cat.
 - 16.2.8. Personal Data Retention Period: Compliance with the document retention and elimination schedule of the Government of Catalonia.
 - 16.2.9. Complaint: If the rights of the applicant regarding the protection of their personal data are violated, especially when they have not obtained satisfaction in exercising their rights, they may file a complaint with the competent Data Protection Authority through its website: www.apdcat.cat.

17. Monitoring of the call, in accordance with the principles of hiring ICAC personnel

- 17.1. This call must comply with the principles approved by ICAC within the framework of the OTM-R program for the accreditation of HRS4R. These principles are outlined in the document entitled "Principles for Hiring ICAC Personnel," which can be consulted on the Institution's website.
- 17.2. In compliance with the aforementioned principles, this call will be evaluated according to the procedure established in the aforementioned document.