

JOB OFFER

To fill a multi-purpose technical support job in the areas of management and direction (code G017.176)

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1. Presentation

The Catalan Institute of Classical Archaeology (ICAC) is a public research institution created by the Government of Catalonia and the Rovira i Virgili University. The ICAC aims to research, provide training and disseminate protohistoric, classical and late antique cultures of the Mediterranean and beyond. The Institute is considered a research centre in Catalonia, identified as a CERCA centre. The ICAC is based in Tarragona and is made up of a team of about 60 people including research staff, research support staff and management and administration staff.

Given the strategic line of increasing fundraising through calls for research grants, both at national and European level, and the consequent increase in projects to be managed during the last year and the next, it is necessary to hire a person to support the management of the ICAC's research and the editorial coordination of new research publications, dissemination and scientific communication.

The characteristics, requirements, and procedure that will be followed to resolve this call are listed below.

2. General characteristics of the offer

- 2.1. **Job position:** Multi-purpose technical support for the areas of management and direction
- 2.2. **Job Category:** B3
- 2.3. **Work centre:** plaça d'en Rovellat, s/n, Tarragona.
- 2.4. **Working day:** full 37.5 hours per week from Monday to Friday.
- 2.5. **Remuneration:** €31,169.88 gross per year
- 2.6. **Duration:** approximately 11 months (until 31 December 2025), subject to the duration of the allocated budget.
- 2.7. **Number of jobs:** 1
- 2.8. **Type of contract:** permanent full-time (100).
- 2.9. **Call:** public offer.
- 2.10. **Procedure:** ordinary.
- 2.11. **Regulations:** ICAC Instruction 3/2022, of 15 September. The measures to promote the reconciliation between work, family and personal life and gender equality in this job will be attached to the employment contract and can be consulted on the ICAC website, [here](#).

3. Minimum requirements to participate

- 3.1. You must have a university degree in business or finance or similar.

4. Job Functions

- 4.1. General tasks:
 - 4.1.1. Queries to the administrations. Contact the different funding administrations to resolve queries and procedures. (AGAUR, Ministry...)
 - 4.1.2. Support in the monitoring and control of indicators. Indicators of scientific production.
 - 4.1.3. ICAC website. Support in the maintenance and updating of Web data, especially with regard to scientific production and research groups of the ICAC. (WordPress).
 - 4.1.4. Intervention permits. Monitoring of the administrative procedure, request for archaeological excavation permits within the framework of a research project and preventive measures. Follow-up of subsequent reports and reports.
 - 4.1.5. Time-sheets. Calculation and control of the cost and dedication of research staff within the framework of national and international projects.

- 4.1.6. Support for the scientific management of the center. Monitoring of work plans in the research area, preparation of documentation for the ICAC management boards and evaluations of the centre (SAB, CERCA, RIA, etc.).
- 4.2. Pre-award assignments:
 - 4.2.1. Search for new calls. Through competitive and non-competitive channels, both national and international. (Recruitment, Research, Transfer...). They must be able to understand and summarise the main points of each call.
 - 4.2.2. Support in the preparation of proposals. Especially in matters of format and budget and, where appropriate, presentation of documentation. It is necessary to know how the EACAT, Facilit@, FECYT, Justificaciones and other portals work.
- 4.3. Post-award tasks:
 - 4.3.1. Monitoring of deliverables. Delivery of reports, deliverables, questionnaires, ESF+ indicators. Knowledge of justification applications, from the Ministry of Science and Innovation, universities, EACAT and Funds&Tenders.
 - 4.3.2. Scientific closure of the projects. Review of reports, review of the executed budget and justification of changes.
- 4.4. Support for the Transfer and Social Impact Unit
 - 4.4.1. Economic management of transfer actions. Knowledge of preparing budgets and invoices, monitoring the performance of contracted services.
 - 4.4.2. Impact indicators. Definition and monitoring of the indicators of social and/or economic impact of transfer actions.
 - 4.4.3. Dissemination and scientific communication. Support in the centre's necessary scientific dissemination actions.

5. It will be valued

- 5.1. Master's degree or postgraduate degree in business or finance or similar.
- 5.2. Work experience in tasks related to those described above, and especially previous experience in research centres of the CERCA system of the Generalitat de Catalunya.
- 5.3. Complementary training related to the current call.
- 5.4. Knowledge of the English language.
- 5.5. Knowledge of the Catalan language.
- 5.6. Knowledge of the operation of the EACAT, Facilit@, FECYT, UNEIX and SICTI portals.

6. Submission of applications

6.1. Interested persons who meet the requirements may submit the application by email to the rrhh@icac.cat address of the Catalan Institute of Classical Archaeology. The email will consist of:

6.1.1. Subject: you must write "ICAC call G017.176" in the *Subject* section of the email.

6.1.2. Body of the message: in the section reserved for the text of the message, it will be necessary to include the surname and first name, the NIF, the contact telephone number, the academic qualification, as well as stating the willingness to participate in this job offer.

6.1.3. Attached documents:

6.1.3.1. A PDF of the qualifications required in the call (section 1. Minimum requirements to participate).

6.1.3.2 A PDF of the applicant's *curriculum vitae* that is related to the subject of the job offer.

6.1.3.3. A PDF containing the supporting documents corresponding to the merits alleged in the CV.

6.2. In the *curriculum vitae* it is necessary to make a description of the functions performed, detailing the use of platforms and portals, in each of the jobs that have been occupied and include the dates of the time worked. As for training, it is necessary to specify in all cases the hours of duration of the courses and the type of certification obtained (attendance, attendance with achievement,...); With regard to knowledge of languages, the corresponding certificate specifying the level achieved in accordance with the classification of the Common European Framework of Reference for Languages (CEFR) must be provided.

6.3. The deadline for submitting applications ends on **February 2, 2025 at 11:59 p.m.**

6.4. Applications that do not meet the minimum requirements will not be taken into account.

7. Selection procedure

7.1. The Evaluation and Selection Committee (hereinafter, CAS) will assess the applications based on the CVs. The CAS will take into account the best match between the applicant's academic training, work experience, other relevant training and knowledge of the Catalan and English languages and knowledge of the different portals. In

addition, the CAS will score out of a maximum of 100 points and in accordance with the following sections:

7.1.1. Master's degree or university postgraduate degree in business or finance or similar; with a score of 0 to 10 points.

- Master's degree..... 10 points.
- Postgraduate degree..... 7 points.

7.1.2. Work experience with the category of technician or administrative in tasks related to those described in the call; with a score of 0 to 40 points.

- Work experience in CERCA centres 3 points/month.
- Work experience in other centres..... 1 point/month.

7.1.3. Other complementary training: participation in courses, seminars or similar that are related to the tasks described in the call will be valued; with a score of 0 to 10 points. The scores will be distributed as follows:

- From 0 to 10 hours..... 2 points/course.
- From 11 to 8 hours..... 4 points/course.
- From 9 to 40 hours..... 6 points/course.
- From 41 to 59 hours..... 8 points/course.
- 60 hours or more..... 10 points/year.

7.1.4. Knowledge of the English language with a score of 0 to 10 points. The scores will be distributed as follows:

- Level A1/A2..... 1 points.
- Level B1..... 4 points.
- Level B2..... 7 points.
- Level C1/C2..... 10 points.

7.1.5. Knowledge of the Catalan language with a score of 0 to 10 points. The scores will be distributed as follows:

- Level A1/A2..... 1 points.
- Level B1..... 4 points.
- Level B2..... 7 points.
- Level C1/C2..... 10 points.

7.1.6. Knowledge of the operation of the different portals, with a score of 0 to 15 points. The scores will be distributed as follows:

- Knowledge of EACAT..... 3 points.
- Knowledge of Facilit@..... 3 points.
- Knowledge of FECYT..... 3 points.
- Knowledge of UNEIX..... 3 points.
- Knowledge of the SICTI..... 3 points.

- 7.2. If it deems it appropriate, the CAS may request the documentation it deems necessary to verify the alleged merits, at any time during the processing of the application. Failure to provide the required documentation within the requested period may result in the suspension of the application.
- 7.3. In the event of a tie for the highest score, the CAS will interview each of the matched applicants to better determine the merits and assign the order of priority among them. If the CAS deems it appropriate, it may also interview applicants who have obtained up to a maximum of 10 points of difference with respect to the applicant who has achieved the highest score. In the interview, the CAS will assess more accurately the merits and abilities determined in the call. The maximum score for the interview will be 15 points, which must be added to the points obtained in the assessment of the rest of the merits. If the interview score requires it, the maximum score of 100 points provided for in the offer may be exceeded.
- 7.4. Applications that have not obtained 60 points in the evaluation cannot be selected nor can they be part of the reserve list.
- 7.5. The selection procedure will be carried out after the closing of the admission of applications and is expected to be resolved throughout the month of February 2025. The date of incorporation will be immediate.
- 7.6. In compliance with art. 9.1.e) of Law 19/2014, of 29 December, on transparency, access to public information and good governance, the name and surname of the person selected for the job offered will be published in the resolution of the concession that will be uploaded to the ICAC website, section Work at the ICAC, unless the selected person exercises the right of opposition and informs the ICAC that there is a special circumstance that justifies it legally that it is not published.

8. Personal data

- 8.1. By formalising and submitting the application, applicants accept the Terms and Conditions of the offer and give their consent to the processing of the personal data that are necessary to take part 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.

- 8.2. The personal data contained in the application will be processed in the activity Selection and provision of jobs, with the following specifications:
- 8.2.1. Identification of the activity: Selection and provision of jobs.
 - 8.2.2. Data controller: Catalan Institute of Classical Archaeology (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33, info@icac.cat, www.icac.cat.
 - 8.2.3. Data Protection Officer: delegatpd@icac.cat, Catalan Institute of Classical Archaeology, Plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33.
 - 8.2.4. Purpose of the processing of personal data: selection and provision of jobs through public announcements.
 - 8.2.5. Legal basis: consent, mission carried out in the public interest provided for in Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees.
 - 8.2.6. Recipients: publication on the ICAC website of the procedures of the selection process, in accordance with current regulations; the applicant will be informed that their data will be published on the ICAC website; people who access the information by applying the principle of active advertising provided for in the transparency regulations; the competent public administrations in this area, in compliance with the applicable legal obligation. Personal data will not be transferred outside the European Union.
 - 8.2.7. Rights of the interested parties: you may access the personal data provided, request its rectification or deletion, oppose its processing and request its limitation, by sending an express request to delegatpd@icac.cat.
 - 8.2.8. Retention period of personal data: the document retention and disposal calendar of the Administration of the Generalitat de Catalunya will be complied with.
 - 8.2.9. Complaint: in the event that the rights of the applicant with regard to the protection of their personal data are violated, especially when they have not obtained satisfaction in the exercise of their rights, they may file a complaint with the competent Data Protection Supervisory Authority through its website: www.apdcat.cat.

9. Follow-up of the call in accordance with the principles for hiring ICAC staff

- 9.1. This call must comply with the principles approved by the ICAC within the framework of the OTM-R program of the HRS4R accreditation. These principles are included in the document entitled [Principles for hiring ICAC staff](#) and which can be consulted on the Institution's website.

- 9.2. In compliance with the aforementioned principles, this call will be evaluated in accordance with the procedure established in the aforementioned document.
- 9.3. Special mention should be made of the principles that ensure fair and transparent recruitment based on equal employment opportunities; to avoid discrimination in the recruitment of staff on the grounds of gender, marital status, sexual orientation, disability, nationality, political or religious beliefs, or any other type of discrimination, and to comply with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers promoted by the European Commission to ensure fair and transparent recruitment.

Director

Tarragona, on the date of the digital signature

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