

## JOB OFFER

to cover the position of administrator of the Catalan Institute of Classical Archaeology (ICAC) (Code 017.139).

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### 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. 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 upcoming vacancy of the position of director of the ICAC due to the retirement of the person who currently holds it and in compliance with the agreement of the Board of Directors, of December 19, 2022, the offer of this position is published which will be managed in accordance with the provisions of the Statutes of the ICAC, the agreements of the Board of Directors and article 44 of Law 9/2022, of 21 December, on science.

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

## 0. General characteristics of the offer

- 0.1. **Position:** administrator of the ICAC.
- 0.2. **Job category:** statutory position.
- 0.3. **Work centre:** plaça d'en Rovellat, s/n, Tarragona.
- 0.4. **Working day:** full 37.5 hours per week from Monday to Friday.
- 0.5. **Remuneration:** proportional to the experience of the person chosen and approved by the Board of Directors.
- 0.6. **Duration:** indefinite.
- 0.7. **Number of jobs:** 1
- 0.8. **Type of contract:** permanent full-time (100).
- 0.9. **Call:** public offer.
- 0.10. **Procedure:** ordinary.
- 0.11. **Regulations:** The contract will be formalised under Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act; Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees; of Law 9/2022, on 21 December, on science; of the Collective Bargaining Agreement for the Office Sector of Catalonia for the years 2019 and 2021 (agreement code no. 7900037501994), and of the ICAC's own regulations.
- 0.12. 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](#).

## 1. Requirements to participate

- 1.1. You must have a university degree, higher degree or equivalent, in the economic, legal or humanities fields.
- 1.2. Have the level of proficiency in the Catalan language (C1) established by Decree 152/2001, of 29 May, on the assessment and certification of knowledge of Catalan. In the event that the beneficiary of this call does not accredit this level, the Evaluation and Selection Committee may order an equivalent test to be carried out.
- 1.3. Applicants who do not have Spanish nationality must have knowledge of the Spanish language at level C1 or equivalent.
- 1.4. The accreditation of knowledge of the Spanish language will be carried out by passing the test or exercise established for this purpose, or by presenting one of the documents indicated below:

- 1.4.1. A certificate of completion of primary and/or secondary and/or upper secondary education in Spain.
- 1.4.2. The Spanish diploma established by Royal Decree 1137/2002, of 31 October, or equivalent, or academic certification certifying that you have passed all the tests.
- 1.4.3. The certificate of aptitude in Spanish for foreigners issued by the official language schools.
- 1.5. The possibility of incorporation must be immediate.
- 1.6. Applicants may not be disqualified by a final sentence from exercising their public functions, nor have they been separated by a final disciplinary decision from the service of any public administration.
- 1.7. Applicants may not have any illness or disability that prevents them from carrying out the activities of the workplace.

## **2. Job Functions**

- 2.1. To direct the administration, the internal regime and legal activities.
- 2.2. Manage and coordinate human resources.
- 2.3. Prepare the preliminary draft of the budget.
- 2.4. To direct and manage revenues in compliance with the rates and prices for the provision of services that have been approved by the ICAC Board of Directors.
- 2.5. To exercise, in accordance with the provisions of the terms and conditions of execution, budgetary and accounting management, to order payments and to manage contracting and assets.
- 2.6. The exercise of the functions of coordination and supervision of the Institute's general information and communication technologies (ICT).
- 2.7. The supervision of the works, the facilities carried out at the Institute and taking care of their maintenance.
- 2.8. To direct the management of general services and to take initiatives that lead to the improvement, monitoring and evaluation of the organisation of these general services.
- 2.9. The Board of Directors of the ICAC may entrust the administrator with other tasks and functions in addition to those listed above.
- 2.10. The director may also entrust the functions he or she deems appropriate to the administrator from time to time. Subsequently, the administrator will inform the director of the resolutions he or she has adopted.

### 3. It will be valued

- 3.1. Accredited a career in team management or direction and/or in positions of high responsibility of more than three years in a research center or in a public sector institution. Management of cultural facilities and cultural heritage.
- 3.2. Capacity to implement and review the strategies, policies and programmes that make it possible to achieve the mission and objectives of the ICAC.
- 3.3. Knowledge of the economic and legal structure of the institutional public sector of the Administration of the Generalitat.
- 3.4. Knowledge in the field of research, universities and cultural heritage will be valued.
- 3.5. A higher level of Catalan and a knowledge of English C1 will be valued, as well as knowledge of other languages.
- 3.6. The ability to carry out tasks that guide and lead the management team to: adaptation and innovation, introduce improvements in the performance of functions, commitment to the organization, integrity and reliability, teamwork, orientation to the quality of the result will be valued.
- 3.7. Personal capacity will be valued for: people management, communication, negotiation and flexibility, personal motivation, work organization, orientation to the quality of the result, the ability to establish alliances to achieve objectives, decision-making, strategic vision, commitment to the ICAC.
- 3.8. The predisposition to mobility, the flexible working day adapted to the scheduled activities, if applicable, and having a class B driving license.

### 4. Submission of applications

- 4.1. Interested persons who meet the requirements can submit the application by email to the [direccio@icac.cat](mailto:direccio@icac.cat) address of the Catalan Institute of Classical Archaeology. The email will consist of:
  - 4.1.1. Subject: You must write "ICAC call 017.139" in the *Subject* section of the email.
  - 4.1.2. 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

to state their willingness to participate in this job offer.

4.1.3. Attached documents:

4.1.3.1. A PDF of the degree required in the call, if you have the level of proficiency in Catalan and Spanish, if applicable (section 1. Requirements to participate).

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

4.1.3.3. A PDF containing the supporting documents that correspond to the merits alleged in the CV.

4.1.3.4. A letter of motivation accrediting the applicant's interest in occupying this position.

4.2. In the *curriculum vitae* it is necessary to make a detailed description of the functions carried out in each of the jobs that have been occupied and detail 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.

4.3. The deadline for submitting applications ends on 27 March 2023 at 11.59 p.m.

4.4. Applications that do not meet the requirements, that are not included in the foreseen cases or that are not processed in accordance with the established procedure, will not be taken into account.

## 5. Selection procedure

5.1. An Evaluation and Selection Committee (hereinafter, CAS) created *ad hoc* will assess the applications based on the CVs and motivation letters. The CAS will take into account the training and professional experience of the applicants, in accordance with sections 2 and 3 of the offer.

5.2. If it deems it appropriate, the CAS may complete the selection process with an interview with the people who have been best evaluated on the basis of their CVs and motivation letters, and may also request references or other professional information from the finalist candidates.

- 5.3. The CAS may have, if it deems it appropriate, the incorporation of specialist advisors in the evaluation and selection procedure who will act with voice but without vote in the meetings of the Commission.
- 5.4. 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.
- 5.5. If the CAS considers that there are applicants who could occupy the position of administrator, it will approve a maximum of three of them. Subsequently, and in accordance with the provisions of Article 8.1.n of the ICAC Statutes, the Director of the ICAC will present the applicants approved by the CAS to the ICAC Board of Directors and will propose the appointment of the approved person he considers most suitable to occupy the position. If the CAS considers that there are no suitable applicants to occupy the position, it will close the offer and inform the director of the ICAC.
- 5.6. The Board of Directors of the ICAC will appoint the person who will occupy the position of administrator, will set the remuneration of the contract and other contractual terms and conditions that it deems appropriate.
- 5.7. The person appointed will join the ICAC as soon as possible and the contract will set a trial period of four months or the one that corresponds to him in accordance with current regulations.

## 6. Personal data

- 6.1. By formalising and submitting the application, applicants accept the Offer Rules 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.
- 6.2. The personal data contained in the application will be processed in the activity Selection and provision of jobs, with the following specifications:
  - 6.2.1. Identification of the activity: Selection and provision of jobs.
  - 6.2.2. 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 .

- 6.2.3. Data Protection Officer: [delegatpd@icac.cat](mailto:delegatpd@icac.cat), Catalan Institute of Classical Archaeology, plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33.
- 6.2.4. Purpose of the processing of personal data: selection and provision of jobs through public announcements.
- 6.2.5. 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.
- 6.2.6. 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.
- 6.2.7. 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](mailto:delegatpd@icac.cat).
- 6.2.8. Retention period of personal data: the document conservation and disposal calendar of the Administration of the Generalitat de Catalunya will be complied with.
- 6.2.9. 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 can file a complaint with the competent Data Protection Supervisory Authority through its website: [www.apdcat.cat](http://www.apdcat.cat).

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

- 7.1. 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.
- 7.2. In compliance with the aforementioned principles, this call will be evaluated in accordance with the procedure established in the aforementioned document.
- 7.3. It is worth mentioning in particular the principles that ensure fair and transparent hiring based on equal opportunities in employment;

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.

Tarragona, 10 March 2023

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