

## JOB OFFER

to fill a technician job for a temporary employment contract as a **human resources technician** by replacement due to temporary leave (Code 017.146)

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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 63 people including research staff, research support staff and management and administration staff.

The purpose of this offer is to cover a replacement due to temporary leave. The characteristics, requirements, and procedure that will be followed to resolve this call are listed below.

### 0. General characteristics of the offer

- 0.1. **Workplace:** Human Resources Technician
- 0.2. **Job Category:** specialist technician B2
- 0.3. **Workplace:** plaça d'en Rovellat, s/n, Tarragona.
- 0.4. **Day:** full 37.5 hours a week from Monday to Friday.
- 0.5. **Reward:** €2,274.59 gross per month, for 14 payments.
- 0.6. **Duration:** Temporary, until the holder is reinstated.
- 0.7. **Type of contract:** temporary temporary work on an interim basis.
- 0.8. **Announcement:** public offer.
- 0.9. **Processing:** Ordinary.

- 0.10. **Regulations:** ICAC Instruction 3/2022, of 15 September, and DA 5 of RDL 32/2021, of 28 December.
- 0.11. 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 higher level training qualification, university degree or equivalent qualification in the field of knowledge related to human resources.

## **2. Job Functions**

- 2.1. Carry out the management and administrative control of human resources. Provide administrative support to the tasks of selection, training, development of human resources.
- 2.2. Manage legal and administrative procedures such as contracts, payroll, social security, sick leave.
- 2.3. Payroll management.
- 2.4. Handle office applications in the management of information and documentation.

## **3. It will be valued**

- 3.1. Experience of having previously worked in a similar position to the one you want to cover.
- 3.2. Experience in research centres and centres belonging to the public administration.
- 3.3. Knowledge and mastery, at least at the user level, of appropriate computer software, such as Excel.
- 3.4. The mastery of languages and especially of the English language.
- 3.5. The ability to write reports clearly.
- 3.6. The ability to work both independently and in collaborative environments and projects.
- 3.7. The ability to communicate, take initiative and have a good relationship with the other members of the work team.
- 3.8. Other courses and academic qualifications complementary to the functions that will be developed.

## **4. Submission of applications**

- 4.1. Interested people who meet the requirements can submit the application by sending an e-mail to the following address: [mgradillas@icac.cat](mailto:mgradillas@icac.cat) of the Catalan Institute of Classical Archaeology. The email will consist of:

- 4.1.1. Matter: you must write "ICAC call 017.146" in the section *Matter* of 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 stating the willingness to participate in this job offer.
- 4.1.3. Attached documents:
  - A PDF of the *curriculum vitae*.
  - A PDF containing the supporting documents that correspond to the merits alleged in the CV.
- 4.2. The deadline for submitting applications ends on October 15, 2023 at 12 p.m.
- 4.3. Applications that do not meet the requirements will not be taken into account.

## 5. Selection procedure

- 5.1. The Evaluation and Selection Committee (hereinafter, CAS) will assess the applications based on the CVs submitted and will ensure compliance with the principle of non-discrimination for any reason. The CAS will take into account the best match between the applicant's academic training in relation to the activities to be carried out. In addition, it will score out of a maximum of 100 points and in accordance with the following sections:
  - 5.1.1. Academic qualifications: academic qualifications will be valued when they are suitable for the job, with a score of 0 to 20 points.
  - 5.1.2. Work experience and other training: with a score of 0 to 50 points.
  - 5.1.3. Knowledge of the English language: with a score of 0 to 30 points.
- 5.2. When the CAS has approved the minutes stating the score of the CVs evaluated and the corresponding order of priority, it will verify the merits alleged in the CV-blinds with the documentation provided by the applicants who have obtained more than 49 points in the evaluation. If the merits alleged with the documentation provided do not correspond to those set out in the CV, the CAS will adjust the applicant's score to the alleged and documented merits. In addition, if it deems it appropriate, the CAS may request the documentation it deems necessary to verify the alleged merits. Failure to provide the required documentation within the requested period may result in the suspension of the application.
- 5.3. 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, especially the abilities and knowledge listed in section 3. 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.

- 5.4. Applications that have not obtained 50 points in the evaluation cannot be selected nor can they be part of the reserve list.
- 5.5. The selection procedure will be carried out after the closing of the admission of applications and is expected to be resolved on October 18 or earlier. The date of incorporation into the job will be immediate, with the possibility of agreeing to start.

## 6. Personal data

- 6.1. 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.
- 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](mailto:info@icac.cat), [www.icac.cat](http://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)

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- 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, 06 October 2023  
(017.146 Bases replacement RRHH.docx mgr)