

JOB OFFER

To fill an administrative assistant position in the area of economic management that supports research staff during the development and implementation stage of Fundanet ERP management tool (code G017.180)

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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 that the Catalan Institute of Classical Archaeology (ICAC) is developing and implementing a new ERP program (Fundanet), it is required to hire an administrative assistant in the area of economic management to support the ICAC research staff during the development and implementation stage of the tool.

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

2. Contract information

- 2.1. **Job position:** Administrative assistant
- 2.2. **Job Category:** D3
- 2.3. **Work centre:** plaça d'en Rovellat, s/n, Tarragona.
- 2.4. **Working hours:** 37.5 hours per week from Monday to Friday.
- 2.5. **Remuneration:** €1,554.85 gross monthly (14 payments)
- 2.6. **Duration:** approximately 6 months, conditioned by the duration of the available funds and the time required for the correct development and implementation of the tool.
- 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](#).

This position is reserved for candidates who have the legal status of a person with a disability, with a degree of disability equal to or greater than 33%. In case of one or more eligible applicants with this level of disability, they will be evaluated first. In the event that no candidate with this level of disability is finally selected for the position, the selection process will continue and the rest of the applications will be evaluated.

3. Eligibility

- 3.1. Academic degree in Administration and Finance or similar.

4. Responsibilities

To support the research staff of the different research groups of ICAC during the development and implementation stage of ERP Fundanet, carrying out the following tasks:

- 4.1.1. To provide support in the development and implementation of the programme to adapt it to the specific needs and characteristics of ICAC research groups.
- 4.1.2. To provide administrative support to ICAC research groups and research staff in data management within the application of the tool.
- 4.1.3. To maintain and update the information entered into the programme regarding the different research projects.

- 4.1.4. To support in the preparation of the documents required for various project reports and/or closures of projects, as required by other institutions.
- 4.1.5. To provide support in preparing the economic reports of grants and subsidies received by the different ICAC research groups, as well as entering data into the corresponding tool.

5. Merits

- 5.1. Work experience in tasks similar to those described in the previous section.
- 5.2. Work experience in research centres
- 5.3. Knowledge of the Fundanet ERP program
- 5.4. Knowledge of Catalan
- 5.5. Office Skills

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: "ICAC call G017.180" must be written 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*, a detailed description of the functions carried out in each of the jobs held must be made and the dates of the time worked must be detailed. 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 **December 26, 2024 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 work experience, knowledge of the Fundanet programme and knowledge of the Catalan language and office skills. In addition, the CAS will score out of a maximum of 100 points and in accordance with the following sections:

7.1.1. **Demonstrable work experience** in tasks related to those described in the call (0-30 points)

- 1 month..... 2 points.

7.1.2. **Demonstrable work experience in research centres** (0-20 points)

- 1 month..... 3 points.

7.1.3. Notions of the **Fundanet ERP program** (0 to 20 points)

7.1.4. **Knowledge of the Catalan language** with a score of 0 to 15 points. The scores will be distributed as follows:

- Level A1/A2..... 1 points.

- Level B1..... 4 points.

- Level B2..... 7 points.

- Level C1/C2..... 15 points.

7.1.5. **Office Skills and Office Package Skills** (0-15 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 June 2025. The date of incorporation will be in July 2025.

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.

Josep Maria Palet Martínez

Director

Tarragona, on the date of the digital signature

(G017.180-OTT- aux.adm.fundanet.docx.adm)