

Call for applications from the Catalan Institute of Classical Archaeology (ICAC) for the filling of a permanent job of a senior researcher specialized in archaeozoology (code 017.137)

1. Purpose and definition of the job.

The purpose of this call of the Catalan Institute of Classical Archaeology (hereinafter ICAC) is the hiring of a permanent job of a senior researcher, level I2, specialized in archaeozoology. The list of ICAC jobs includes an unfilled position that was approved at the meeting of the Board of Directors on December 19, 2022.

Functional area:	Mainly assigned to the Research Area as a senior researcher specialized in archaeozoology
Category:	Group I2
Requirements:	<ul style="list-style-type: none"> - To have a positive evaluation for the purposes of the Incentive for the Incorporation and Intensification of Research Activity program (Program I3) or equivalent. - To have the level of proficiency in the 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 line of research in archaeozoology - To direct the archaeozoology section of the Bioarchaeology laboratory. - To develop research in archaeozoology at national and international level - To disseminate research in archaeozoology in specialized publications at national and international level. - Supervise the predoctoral and postdoctoral researchers, and ICAC's scientific and technical staff.
Conditioning:	<ul style="list-style-type: none"> - Demonstrable international expertise in the field of archaeozoology, specifically, in the study of mammals, applied to the study of diet and livestock. - Experience in the coordination of archaeozoological studies. - Experience in the management of livestock projects. - Experience in supervising predoctoral and postdoctoral researchers. - Demonstrable international leadership capacity in the field of archaeozoology (e.g. leadership in research projects, evaluation of doctoral theses, evaluation of archaeology projects, participation in relevant scientific committees and editorials, organization of relevant conferences). - Experience in ancient DNA analysis and Geometric Morphometry applied to Archaeozoology. - Experience in Iberian and Roman archaeology. - Experience in high mountain archaeology. - Experience in higher level teaching. - Fluency in the English language.

This job was published in ICAC Public Employment Offer corresponding to the year 2022 (DOGC No. 8819 – 23/12/2022).

2. Number of employment contracts and system of access to the job.

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

3. Requirements for applicants.

- 3.1. Applicants must be in possession of a doctoral degree in the field of History, Archaeology or other suitable for the profile of the position called.
- 3.2. To have a positive evaluation for the purposes of the Incentive for the Incorporation and Intensification of Research Activity programme (Programme I3) or equivalent.
- 3.3. To have the level of proficiency in the Catalan language (C) 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 Research Evaluation Committee may arrange for an equivalent test to be carried out.
- 3.4. Applicants who do not have Spanish nationality must have knowledge of the Spanish language at level C or equivalent.
- 3.5. 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:
 - 3.5.1. A certificate stating that primary and/or secondary and/or baccalaureate has been completed in Spain.
 - 3.5.2. The Spanish diploma established by Royal Decree 1137/2002, of 31 October, or equivalent, or academic certificate attesting to having passed all the tests.
 - 3.5.3. The certificate of aptitude in Spanish for foreigners issued by the official language schools.
- 3.6. The possibility of immediate incorporation.
- 3.7. Applicants may not be disqualified by a final sentence from exercising public functions, nor may they have been separated by a final disciplinary decision from the service of any public administration.
- 3.8. Applicants may not have any illness or disability that prevents them from carrying out the activities of the workplace.

4. Permanent employment contract.

- 4.1. The employment contract will be permanent 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 formalised in accordance with the 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; the Collective Bargaining Agreement for the Offices and Offices Sector of Catalonia for the years 2022 and 2024 (agreement code no. 79000375011994); and the ICAC's own rules.

5. Remuneration and other rights.

- 5.1. The gross remuneration of the contract is €3,438.49 per month, which the contracted person will receive 14 times a year and/or the proportional part of the duration of the contract.
- 5.2. The annual leave will be 23 days for each full year of service or the proportional part that corresponds to the time worked.
- 5.3. The working day will be full-time at the rate of 37.5 effective hours of work per week, including the breaks set by law.
- 5.4. In relation to the working day, the schedule and the organization of working time, the rules of ICAC will be followed.

6. Application.

- 6.1. Applications must be submitted together with the standardised form published in Annex I of these Terms and Conditions and which is available on ICAC website (<http://www.icac.cat>). Applications must be signed by the applicants and addressed to the director of ICAC.
- 6.2. Applications must include the following documentation: application form, duly completed and signed (Annex I of these Rules), and all the documentation specified in section 7 of these Rules.

This documentation may be submitted to ICAC secretariat and may also be sent by any of the means established in Article 16.4 of Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations, such as: electronic register of the public administration, post offices, diplomatic representations or consular offices of Spain abroad, Registration assistance offices, portal for the generic request of the Generalitat de Catalunya, or any other established by the provisions in force.

In the case of sending the application through a post office, it must be taken into account that it must be done by administrative mail, that is, the documentation must be submitted in an open envelope and the application must be registered by the post office stating the day and time on which the application was submitted. This procedure will also be valid if the face-to-face register of another public administration deems it appropriate to use it. To ensure the management of the applications submitted by this procedure, it is recommended to send an email to the rrhh@icac.cat address, attaching a copy of the duly registered application.

- 6.3. The submission of the application implies full acceptance of these Terms and Conditions.
- 6.4. The submission of the application authorises ICAC, if it deems it appropriate, to obtain and compare the necessary data of the applicant with other bodies of the public administration, with the aim of satisfactorily resolving the call. In the event that there are technical difficulties that prevent or hinder the transfer of data, the documents may be requested from the applicant.
- 6.5. The submission of the application authorises ICAC to send the applicant by email the communications and notifications related to this call. Submissions will be made to the email address indicated in the application.

7. Documentation to be attached to the application.

- 7.1.1. Documentation to verify the applicant's curriculum data:
 - 7.1.1.1. Photocopy of the corresponding academic degrees that are suitable for the call, in accordance with section 3.1. of these call.

- 7.1.2. Certificate accrediting the positive evaluation of the I3 Programme or equivalent (Base 3.2)
- 7.1.3. Where applicable, the certificates corresponding to knowledge of the Catalan and Spanish languages, in accordance with the provisions of sections 3.3., 3.4 and 3.5. of these bases.
- 7.1.4. A PDF of the *applicant's curriculum vitae* (CV) of his/her academic and research activity in narrative format (Narrative CV) in a freely format with links (URL) that allow the merits presented to be checked.
- 7.1.5. 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 DNI, NIE or passport. Foreigners who do not have a NIE must attach a photocopy of their passport.
- 7.3. For the purposes of the assessment of merits, only the information submitted up to the closing date of the submission of applications will be taken into account.
- 7.4. ICAC may require, at any time during the processing of the application, the documentation it deems necessary to verify compliance with the requirements set out in this call. Failure to provide the required documentation within the legally established period may result in the suspension of the application. The information provided may only refer to the deadline for submitting applications at the latest.
- 7.5. In addition, when filling in the application in Annex I, the applicant will report on compliance with the following requirements:
 - 7.5.1. That they are up to date with their tax obligations with the General State Administration, Social Security and the Generalitat de Catalunya;
 - 7.5.2. That they do not suffer from any illness or physical disability that prevents them from carrying out 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 following the publication of the announcement of this call in Diari Oficial de la Generalitat de Catalunya (DOGC). At the end of this period, the provisional list of applications admitted and excluded from the call will be made public on ICAC website, indicating the reasons for exclusion.

Excluded applicants will have a period of five working days, which will count from the day following the publication of the provisional list of admitted and excluded applications, to correct the defects in their application; and if they do not do so, the application will be rejected.
- 8.2. Once the deadline for amendments has been resolved, the final list of applications admitted and excluded from the call will be made public on ICAC website. Prior to the award of the contract, ICAC's administrator will decide on the inadmissibility or withdrawal of the applications submitted and will notify them individually by 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. Instruction of the procedure and evaluation of applications

- 9.1. The procedure and evaluation of applications will be carried out by means of a Research Evaluation Committee (hereinafter, CAR). The CAR will be appointed by the director of ICAC and will be made up of a minimum of four people: a president, three members, among whom there will be at least one member of the Scientific Advisory Council (SAB) and two people external to ICAC with the appropriate scientific qualification. Another person will be appointed, as secretary, who will attend the meetings without voting rights.
- 9.2. The CAR will review the applications in order to choose the most appropriate one for the objectives of the call.
- 9.3. The CAR will evaluate the research activity 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, rigour and importance (90-100 points).
 - 9.3.2.(B+,B) Excellent performance, with results close to the highest international standards in terms of originality, rigour and importance (70-89 points).
 - 9.3.3.(C+) Regular performance, with very standard results. It does not exceed the minimum standards for obtaining the position of senior researcher specialized in archaeozoology (50-69 points).
 - 9.3.4.(D) Poor performance. It does not exceed the minimum standards for obtaining the position of senior researcher specialized in archaeozoology (< 50 points).
- 9.4. The assessment of applications will be carried out following a series of criteria and the consolidation of a series of indicators, listed in the document *Bases of ICAC Research Career*, which is included in the Annex to the Regulations on the provision of vacancies, research careers and internal promotion of permanent staff of ICAC, and which are governed by the DORA recommendations on how to use research indicators responsibly:

General criteria	Indicators	Scores
Group, team and line of research management	Leadership of groups, teams and/or lines of research.	Qualitative score Maximum 10 points
Specific criteria	Indicators	Scores
Relevant scientific production	Scientific publications with relevant, collective and individual content. Participation in congresses, conferences and scientific meetings Credibility, expertise and significant base of influence generated from the deep specialization of the discipline Others	Qualitative score Maximum 40 points
Management of research projects funded by competitive calls	Number of local, regional, state and European research projects. Quality of projects achieved Obtaining competitive resources Others	Qualitative score Maximum 20 points

Training capacity and to create a research nucleus	<p>Thesis supervision</p> <p>Supervision and tutoring of predoctoral and postdoctoral researchers</p> <p>Supervision of the technological staff</p> <p>Student tutoring</p> <p>University teaching experience in bachelor's and master's degrees</p> <p>Organization of training activities</p> <p>Teamwork capacity: number or percentage of publications that are co-authored.</p> <p>Others</p>	<p>Qualitative score</p> <p>Maximum 15 points</p>
Dissemination, transfer and social impact	<p>Participation in activities that promote dissemination:</p> <ul style="list-style-type: none"> - Creation of educational/didactic materials/resources for schools/institutes. Promotion of educational projects (ApS, Community Service, end-of-year projects...) - Creation of informative/didactic/heritage materials/resources for cultural institutions (museums, civic and cultural centres, etc.) - Production of informative audiovisual materials (documentaries, podcasting, social networks, etc.) - Specifically informative publications - Others <p>Management/coordination/participation in specific knowledge transfer projects:</p> <ul style="list-style-type: none"> - Calls for the Promotion of Scientific Culture and/or Public Innovation of the FECYT. - Joan Oró, FCRI Grants - AGAUR Knowledge Industry Call. - R+D+I transfer networks - Interreg Programme - Training/training for professionals in the archaeology sector, but especially for other groups: culture, heritage, local development or tourism technicians, teachers, educators, etc. - Others <p>Participation in activities that promote social impact:</p> <ul style="list-style-type: none"> - AGAUR Social Impact Call - Collaboration with local public administration to provide support in: <ul style="list-style-type: none"> • Heritage or territory management 	<p>Qualitative score</p> <p>Maximum 5 points</p>

	<ul style="list-style-type: none"> • Agreements or agreements for the enhancement of research results • Support in the definition of public policies for heritage/territorial protection. <p>Others</p>	
Open Science	<p>Publications</p> <ul style="list-style-type: none"> - Publication in open access journals - Repository of publications in open access repositories <p>Datasets and research results</p> <ul style="list-style-type: none"> - Use of the FAIR principles - Adoption of quality standards in open data management and open datasets - Use of open data from other researchers <p>Open source</p> <ul style="list-style-type: none"> - Use of open source software and other open tools - Development of new software and open tools <p>Others</p>	Qualitative score Maximum 5 points
Other merits	<p>Long-term research stays in foreign centres and international exhibition</p> <p>Positions of scientific responsibility (editorial committees, scientific committees, coordination, etc.)</p> <p>Organization and management of CC-TT activities (congresses, seminars, etc.)</p> <p>Contributions to institutional policy (participation in committees, commissions, etc.)</p>	Qualitative score Maximum 5 points

- 9.5. If deemed necessary, the CAR may request the documentation i 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. This request will be communicated to the interested parties through the email address specified in the application.

Periods of maternity and paternity leave will not penalise or negatively affect the candidate's research assessment.

- 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 award of the contract to the applicant who has obtained the best result. People who have not obtained a result A, A-, B+, B in the evaluation will not be able to be selected or be part of the reserve list, since they do not exceed the minimum standards required to obtain the position of a senior researcher specialized in archaeozoology.
- 9.7. The applicants who obtain the second and subsequent place in the classification will form the reserve list to cover the resignation or withdrawal that may occur of the person selected in first place, in accordance with the provisions of section 15 of these guidelines, provided that they have obtained a result A, A-, B+, B in the evaluation.

If the applicant who ranked the second place in the classification cannot fill the vacancy, the right will pass to the third person in the classification, and so on.

10. Proposal for provisional concession and allegations.

- 10.1. The CAR will publish the proposal for the provisional award of the contract, in accordance with the sections 9.6 and 9.7 of these guidelines on ICAC website, including a list of admitted applicants ordered according to the results of the evaluation carried out. In addition, the provisional concession proposal will be communicated to the applicants admitted through the email address specified in the application.
- 10.2. Applicants may submit allegations to the provisional concession proposal within 10 working days, from the day following its publication and communication.
- 10.3. Once the deadline for submitting allegations has elapsed, the CAR will submit a final award proposal to the director of ICAC that will contain 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 decide to award 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 must be understood that the contracts have not been awarded. For the calculation of this period, the period between the end of the period for allegations and the proposal for the final granting of the CAR will not be taken into account (section 10.3 of these guidelines).
- 11.2. The resolution of granting will be final and will take into account the proposal of 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 award resolution of granting will be published on ICAC website. In addition, applicants admitted to the competition will be notified through the email address specified in the application.
- 11.4. Prior to signing the contract, the beneficiary who has not authenticated the documentation submitted together with the application (Annex I) must do so at ICAC secretariat or by the means provided for in Law 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations and then send 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 following the publication of the concession resolution, 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 ICAC's occupational health and safety regulations, in accordance with the provisions of Law 31/1995, of 8 November, 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 ICAC Research Area.
- 12.5. Duty to communicate, where appropriate, the resignation of the employment contract by means of a reasoned letter addressed to the director of the Institute.

13. Monitoring and evaluation of the person hired

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

14. Compatibility and enjoyment of the contract

The provisions of Law 21/1987, on incompatibilities of personnel in the service of the administration of the Generalitat de Catalunya, and Instruction 2/24, of 11 October 2024, on the regulation of the compatibility of activities at the Catalan Institute of Classical Archaeology (ICAC), are applicable 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. ICAC will revoke the contract signed if the contracted person has not passed the probationary period established in section 13 of these Rules.

16. Personal data

- 16.1. By formalising and submitting the application, applicants accept the Rules of the call and give their consent for 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 derived 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 jobs activity, with the following specifications:
 - 16.2.1. Identification of the activity: Selection and provision of jobs.

- 16.2.2. 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.
- 16.2.3. 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.
- 16.2.4. Purpose of the processing of personal data: selection and provision of jobs through public announcements.
- 16.2.5. 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.
- 16.2.6. Recipients: publication on 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 ICAC website; people who access information by application of 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.
- 16.2.7. Rights of the interested parties: it is possible to 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.
- 16.2.8. Period of retention of personal data: the calendar for the conservation and disposal of documents of the Administration of the Generalitat de Catalunya will be complied with.
- 16.2.9. Complaint: in the event that the applicant's rights are violated with regard to the protection of their personal data, especially when they have not obtained satisfaction in the exercise of their rights, they can file a complaint with the competent Data Protection Control Authority through its website: www.apdcat.cat.

17. Monitoring of the call in accordance with the principles for hiring ICAC staff

- 17.1. This call is responsible for compliance with the principles approved by ICAC within the framework of the OTM-R programme for the accreditation of the HRS4R. These principles are included in the document entitled Principles for hiring ICAC staff and which can be consulted on the Institution's website.
- 17.2. In compliance with the aforementioned principles, this call will be evaluated in accordance with the procedure established in the aforementioned document.

Josep Maria Palet Martínez
Director
Tarragona, 2 September 2025
(G017.137-Bases. call Inv. azool.docx adm)