

Terms and conditions of the call of the Catalan Institute of Classical Archaeology (ICAC) for the provision of a permanent job of a communication and publications technician (code 017.191)

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 position of a communication and publications technician, level B3. The list of ICAC jobs includes an unfilled position that was approved at the meeting of the Board of Directors on 16 December 2025.

Functional area:	Research Support and Management Area
Category:	Group B3
Requirements:	<ul style="list-style-type: none"> - Have a university degree of higher degree or equivalent, in the field of communication, philology, humanities or related. - Have a level of proficiency in the Catalan language (C1) or equivalent. - Have knowledge of Spanish at level C2 or equivalent, if they do not have Spanish nationality. - Not be disqualified by a final sentence from exercising public functions
Functions:	<ul style="list-style-type: none"> - Management of institutional communication. - Comprehensive management of the ICAC's graphic identity. - Technical support in the execution of communication strategies and plans defined by the centre. - Support for the scientific communication of the ICAC. - Editorial coordination. - Other tasks related to the functions of the job.
Conditions:	<ul style="list-style-type: none"> - Master's degree or university postgraduate degree related to the functions to be performed. - Previous work experience in positions related to institutional or scientific communication. - Specific complementary training related to the call. - Knowledge of the English language. - Knowledge of other foreign languages.

This job was published in the ICAC Public Employment Offer corresponding to the year 2026 (DOGC No. 9600 – 09/02/2026).

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 system for access to the job will be the merit competition.

3. Requirements for applicants.

- 3.1. Applicants must be in possession of a university degree of higher degree or equivalent, in the field of communication, philology, humanities or similar.

- 3.2. 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 Evaluation and Selection Committee may arrange for an equivalent test to be carried out.
- 3.3. Applicants who do not have Spanish nationality must have knowledge of the Spanish language at level C or equivalent.
 - 3.3.1. 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:
 - 3.3.1.1. A certificate stating that primary and/or secondary and/or baccalaureate has been completed in Spain.
 - 3.3.1.2. The Spanish diploma established by Royal Decree 1137/2002, of 31 October, or equivalent, or academic certificate attesting to having passed all the tests.
 - 3.3.1.3. The certificate of aptitude in Spanish for foreigners issued by the official language schools.
- 3.4. The possibility of immediate incorporation.
- 3.5. 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.

4. Permanent employment contract.

- 4.1. The employment contract will be permanent full-time (100) and full-time, and will be formalised in category B3, which corresponds to the job included in the ICAC List of Jobs.
- 4.2. 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; 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 amount of the contract will be a gross remuneration of €2,293.25 per month, which the person hired 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 the 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 the ICAC website (<http://www.icac.cat>). Applications must be signed by the applicants and addressed to the director of the 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 the 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 the 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 the 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. Documentation accrediting the curricular data of the application:

7.1.1. Photocopy of the corresponding academic qualifications, which are suitable for the call, in accordance with section 3.1. of these Bases.

7.1.2. Where applicable, the certificates corresponding to knowledge of the Catalan and Spanish languages, in accordance with the provisions of sections 3.2., 3.3 of these rules.

7.1.3. A PDF of the applicant's *curriculum vitae* (CV) with a description of the functions performed, detailing the use of specific software, and including the dates of the time worked.

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. The 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 requirement:

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;

8. Deadline for submitting 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 the Official Gazette of the 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 the ICAC website, indicating the reasons for exclusion, where applicable.

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 the ICAC website. Prior to the award of the contract, the ICAC administrator will decide on the inadmissibility or withdrawal of the applications submitted and will notify them individually by email.

8.3. Failure to comply with the requirements of the call or the deadline for submitting the application, established in these Rules, will result in the inadmissibility of the application. Any applicant may expressly withdraw from participation in the call by submitting a withdrawal letter to the ICAC that the centre 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 an Evaluation and Selection Committee (hereinafter, CAS). The CAS will be appointed by the director of the ICAC and will be made up of a minimum of four people: a president, three members and another person will be appointed, as secretary, who will attend the meetings without a vote.

9.2. The CAS will study the applications in order to choose the most appropriate one for the objectives of the call. In order to comply with Article 121 of Law 40/2015, a first phase will be opened with preference in the allocation of the position to staff of the consortium administrations (staff of the URV and staff of the Generalitat de Catalunya). In the event that no candidacy is presented or this phase is deserted, a second evaluation phase will be opened for the rest of the candidacies presented and the position may be awarded to external staff who have participated in the process.

9.3. For each of the two phases, a place reservation will be made for people with disabilities with a degree of disability equal to or greater than 33%. In the 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, the selection process will continue and the rest of the candidates will be evaluated.

9.4. Applications will be assessed according to a series of criteria specified below, with a maximum score of 100 points:

9.4.1. Master's degree or university postgraduate degree related to the functions to be carried out, with a score from 0 to 15 points:

-Master's degree..... 15 points

-Postgraduate degree..... 5 points

9.4.2. Work experience with the category of technician carrying out tasks in those described below, with a score from 0 to 35 points. Note: The same work experience can be assessed in more than one of the sub-criteria indicated below:

- Work experience in press management, event coverage and social networks (0-5 points)..... 0.5 points / month.
 - Work experience in the management of digital dissemination projects (creation, implementation of actions and their monitoring) (0-8 points)..... 0.5 points/month
 - Work experience in web content management (0-7 points)..... 0.5 points/month
 - Work experience in communication in the field of research (0-5 points) 0.5 points/month
 - Work experience in the design and editing of images, videos and other audiovisual content (0-7 points)..... 0.5 points/month
 - Work experience in editorial coordination (0-3 points)..... 0.5 points/month
- 9.4.3. Specific complementary training: participation in courses, seminars or similar in the topics described below will be valued, and with a score from 0 to 35 points:
- Accredited knowledge of Adobe Professional or similar (0-8.75 points)
 - Accredited knowledge of social media monitoring, management and analysis tools (0-8.75 points)
 - Accredited knowledge in web content management (0-8.75 points)
 - Accredited knowledge in proofreading and editing of texts (0-8.75 points)
- The scores for each of these complementary training courses will be distributed as follows:
- From 0 to 10 hours..... 1.75 points/course
 - From 11 a.m. to 8 p.m..... 3.5 points/course
 - From 9 p.m. to 40 p.m..... 5.25 points/course
 - From 41 to 59 hours..... 7 points/course
 - 60 hours or more..... 8.75 points/course
- 9.4.4. Knowledge of the English language, with a score of 0 to 10 points.
- Level A1/A2..... 1 point.
 - Level B1..... 2 points.
 - Level B2..... 5 points.
 - Level C1/C2..... 10 points.
- 9.4.5. Knowledge of other foreign languages, with a score of 0 to 5 points.
- Level A1/A2..... 1 point.
 - Level B1..... 2 points.
 - Level B2..... 3 points.
 - Level C1/C2..... 5 points.
- 9.5. 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. This request will be communicated to the interested parties through the email address specified in the application.
- 9.6. The CAS may request the people with the highest score in the merit assessment to carry out an interview or additional test, with the aim of assessing their abilities and merits more precisely. The maximum score will be 20 points, which must be added to the score obtained

in the assessment of the rest of the merits. If the score requires it, the maximum expected score of 100 points may be exceeded.

- 9.7. The CAS will agree on a proposal for the provisional award of the contract in which an orderly list of applicants will be specified according to the result of the evaluation carried out. The CAS will propose the award of the contract to the applicant who has obtained the best result. Scores that have not obtained 60 points in the evaluation cannot be selected nor can they be part of the reservation list.
- 9.8. Applicants who obtain second place and following 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 Rules, provided that they have obtained a result greater than 60 points in the evaluation. If the applicant who has obtained 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 CAS will publish the proposal for the provisional award of the contract, in accordance with the provisions of sections 9.7 and 9.8 of these Rules, on the ICAC website it will include the 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 to the competition 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 CAS will submit a final award proposal to the director of the 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 of granting and acceptance of the beneficiary.

- 11.1. The director of the 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 elapsed between the end of the period for allegations and the proposal for the final concession of the CAS will not be taken into account (section 10.3 of these Rules).
- 11.2. The concession resolution will be final and will take into account the concession proposal of the CAS. In addition to including the name and surname of the applicant to whom the contract has been awarded, it will also include the name and surname of the substitutes, which will be ordered according to the results of the evaluation carried out. The award of the contract, when it corresponds to resignations or withdrawals, will take place in the order established in the reserve list and in accordance with the procedure provided for in section 15 of these Rules.
- 11.3. The award resolution will be published on the 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 the 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 the ICAC.
- 11.5. Applicants may lodge an appeal against the concession resolution before the Board of Directors of the ICAC, whose agreements exhaust the administrative channel (article 4.2 of the ICAC Statutes), within one month from the day following the resolution, in accordance

with the provisions of article 76 of Law 26/2010, of 3 August, on the Legal Regime and Procedure of the Public Administrations of Catalonia and Article 122 of Law 39/2015, of 1 October, on the Common Administrative Procedure of 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 contracted person

- 12.1. Duty to accept and comply with the conditions of this call and the internal rules of the ICAC.
- 12.2. Duty to comply with the 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 that correspond to it in application of the rules of action in the protection of personal data, in compliance with Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights.
- 12.4. Duty to join work in the Research Support and Management 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 appropriate incorporation into the ICAC will be reviewed.

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. Any resignation, revocation or termination that may occur in the first six months of the contract may be covered by the applicant who appears in the reserve list, in accordance with section 9.7 of these Terms and Conditions.
- 15.2. If the person hired resigns from the job, they must state this circumstance of voluntary withdrawal in a letter that they will send to the director of the ICAC.
- 15.3. The person who covers the waiver (section 15.1 of these Rules) is subject to the same conditions as the call.
- 15.4. The 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 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 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 the 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, 13 February 2026
(G017.191-Bases. call Tec-com.docx adm)