Institut Català d'Arqueologia Clàssica

JOB OFFER

To fill a position for a support technician for the Archaeozoology, Geoarchaeology, and Environmental Archaeology laboratories, within the framework of activities linked to the ICAC Landscape Archaeology Research Group (code G017.204)

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1. Presentation

The Catalan Institute of Classical Archaeology (ICAC) is a public research institution created by the Generalitat 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 center of Catalonia, identified as a CERCA center. The ICAC is headquartered in Tarragona and is made up of a team of about 60 people including research staff, research support staff, and management and administration staff.

The hiring of a support technician is required to carry out the processing, management, classification, registration, and inventory of samples intended for archaeozoological analysis (animal remains), anthracological analysis (macroremains and microremains of charcoal), and geoarchaeological analysis (soils and sediments), as well as ensuring the maintenance, organization, and proper functioning of the corresponding laboratories.

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

2. General characteristics of the offer

2.1. **Position**: Support Technician
2.2. **Job category**: C1
2.3. **Workplace**: Plaça d'en Rovellat, s/n, Tarragona.
2.4. **Working hours**: full-time 37.5 hours per week from Monday to Friday.
2.5. **Salary**: €2,059.11 gross per month for 14 payments
2.6. **Duration**: approximately 12 months, subject to the duration of the assigned budget.
2.7. **Number of jobs:** 1
2.8. **Type of contract**: permanent employment for a specific research line
2.9. **Call:** public offer.
2.10. **Processing:** ordinary.
2.11. **Regulation**: Law 14/2011, of June 1, on Science, Technology and Innovation; Measures to promote work-life balance, family life, personal life, and gender equality in this job position must be attached to the employment contract and can be consulted on the ICAC website, here.

3. Minimum requirements to participate

3.1. Hold a university degree of bachelor's, licentiate, or equivalent in archaeology, biology, geology, ecology, environmental sciences, or other related disciplines.
3.2. Have prior knowledge and/or experience in laboratory techniques and procedures applied to archaeozoology, geoarchaeology, anthracology, and/or environmental archaeology.
3.3. Have basic knowledge and/or prior experience in microscopy and its application in the observation and study of samples.

4. Job functions

4.1. Obtaining and collecting samples through the application of different sampling techniques and protocols, both during fieldwork and in the laboratory environment.
4.2. Preparation, processing, organization, and preliminary analysis of data obtained during sampling and laboratory work procedures.
4.3. Documentation, registration, classification, storage, archiving, and conservation of archaeozoological, anthracological, and geoarchaeological samples intended for processing and analysis.
4.4. Application of physicochemical treatments and procedures for the extraction, recovery, and processing of samples of soils, sediments, and remains of animal and plant origin.

4.5. Comprehensive management of samples intended for analysis in external scientific and technical services, including selection, preparation, conditioning, packaging, shipping, and monitoring of results.
4.6. Preparation of basic technical reports, databases, laboratory records, and graphic documentation associated with work processes and the results obtained.
4.7. Creation, expansion, organization, and management of reference collections of archaeozoological and anthracological remains.
4.8. Application and monitoring of established work protocols, as well as review and improvement of existing procedures and design and implementation of new protocols when necessary.
4.9. Ensure compliance with safety regulations and occupational risk prevention guidelines in the workplaces and during the handling of samples, reagents, and equipment.
4.10. Management and maintenance of the Archaeozoology and Geoarchaeology and Environmental Archaeology laboratories, including supervision of equipment operation, stock control, management and purchase of consumable materials, and programming and coordination of access and use of the spaces.
4.11. Support, mentoring, and guidance for students and research staff in the use of laboratories, sampling techniques, and sample processing procedures.

5. It will be valued

5.1. Academic training and scientific specialization
5.2. Knowledge and/or experience in sampling and sample processing
5.3. Experience in laboratory management and organization
5.4. Computer skills and data processing tools
5.5. Other merits

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: you must write "ICAC call G017.204" in the *Subject* section of the email.
6.1.2. Body of the message: in the section reserved for the text of the message, you must include your surname and first name, NIF, contact phone number, academic qualification, as well as stating your intention 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 3. Minimum requirements to participate).

6.1.3.2 A PDF of the applicant's *CVA*, preferably filling out the template attached to this call or in a similar format containing equivalent information.

6.1.3.3. A PDF containing the supporting documents corresponding to the merits claimed in the CV.

6.2. Regarding training, the duration of the courses and the type of certification obtained (attendance, attendance with successful attendance,... must be specified; regarding language knowledge, the corresponding certificate specifying the level achieved according to 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 9, 2026, at 23:59h.**

6.4. Applications that do not meet the minimum requirements will not be considered.

7. Selection procedure

7.1. The Evaluation and Selection Committee (hereinafter, CAS) will evaluate the applications based on the CVs received. The CAS will score out of a maximum of 100 points and according to the following sections:

7.1.1 **Academic training and scientific specialization** (0-25 points) – Qualitative evaluation according to the following criteria:

- Additional training and/or specialized training in archaeozoology, archaeobotany, chemistry, botany, paleoecology, geology, geomorphology, sedimentology, soil sciences, or other disciplines related to the functions of the job.
- Specific training in laboratory techniques, physicochemical procedures, microscopy, and methodologies for processing and analyzing archaeological and environmental samples.

7.1.2. **Knowledge and/or experience in sampling and sample processing** (0-35 points) – Qualitative evaluation according to the following criteria:

- Knowledge and/or practical experience in obtaining and collecting archaeological and environmental samples using different sampling techniques, both in fieldwork and in the laboratory.

- Knowledge and/or experience in the physicochemical processing and treatment of archaeozoological, archaeobotanical, and soil and sediment samples.
- Knowledge and/or experience in handling, classification, documentation, recording, conservation, and storage of samples.
- Knowledge and/or experience in the application of specific methodologies and protocols from the different disciplines involved.

7.1.3. **Experience in laboratory management and organization** (0-25 points) – Qualitative evaluation according to the following criteria:

- Knowledge and/or experience in the management and organization of research laboratories, including equipment maintenance, consumable material control, and stock management.
- Knowledge and/or experience in reviewing, adapting, optimizing, and developing work protocols.
- Knowledge and/or experience in managing reference collections.
- Knowledge and/or experience in preparing and managing samples intended for external scientific and technical services.

7.1.4. **Computer skills and data processing tools** (0-10 points) – Qualitative evaluation according to the following criteria:

- Knowledge and/or experience in using Microsoft Office (Word, PowerPoint, and Excel).
- Knowledge and/or experience in geographic information systems (GIS).
- Knowledge and/or experience in image processing and editing tools, especially Adobe Photoshop and Adobe Illustrator.

7.1.5. **Other merits** (0-5 points):

- Language skills: Catalan, Spanish, and English – Can be accredited through official certifications or demonstrated through regular use of the languages in academic, professional, or everyday contexts.
- Other relevant merits

7.2. If deemed appropriate, the CAS may request the documentation it deems necessary to verify the claimed 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. If the CAS deems it appropriate, it may interview applicants who have obtained up to a maximum difference of 10 points compared to the applicant who achieved the highest score. In the interview, the CAS will more accurately assess the merits and abilities determined in the call. The maximum interview score will be 15 points, which must be added to the points obtained in the evaluation of the other merits. If

the interview score requires it, the maximum score of 100 points provided in the offer may be exceeded.

7.4. Applications that have not obtained 60 points in the evaluation cannot be selected nor be included in the reserve list.

7.5. The selection procedure will take place after the close of the admission of applications and is expected to be resolved during December 2026. The incorporation date will be January 2027.

7.6. In compliance with art. 9.1.e) of Law 19/2014, of December 29, on transparency, access to public information, and good governance, the name and surname of the person selected for the offered position will be published in the award resolution, which will be posted on the ICAC website, section Working at ICAC, except when the selected person exercises the right of opposition and informs ICAC that there is a special circumstance that legally justifies its non-publication.

8. Personal data

8.1. By formalizing and submitting the application, applicants accept the Terms of the offer and give their consent for the processing of personal data necessary to participate 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.

8.2. The personal data contained in the application will be processed in the activity Selection and provision of job positions, with the following specifications:

8.2.1. Activity identification: Selection and provision of job positions.

8.2.2. Data controller: Catalan Institute of Classical Archaeology (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, phone (+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 processing personal data: selection and provision of job positions through public calls.

8.2.5. Legal basis: consent, mission carried out in the public interest as provided in Royal Legislative Decree 5/2015, of October 30, which approves the revised text of the Basic Statute of the Public Employee.

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; persons accessing the information by application of the principle of active publicity provided for in 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 data subjects: you may access the personal data provided, request its rectification or deletion, object to its processing, and request its restriction by sending an express request to delegatpd@icac.cat.

8.2.8. Retention period for personal data: compliance with the document retention and deletion schedule of the Administration of the Generalitat of Catalonia will be followed.

8.2.9. Complaint: if the rights of the applicant regarding the protection of their personal data are violated, especially when satisfaction has not been obtained in exercising their rights, they may file a complaint with the competent Data Protection Supervisory Authority through its website: www.apdcat.cat.

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

9.1. This call is responsible for compliance with the principles approved by ICAC within the framework of the OTM-R program for HRS4R accreditation. These principles are set out in the document entitled Principles for Hiring ICAC Staff , which can be consulted on the Institution's website.

9.2. In compliance with the aforementioned principles, this call will be evaluated according to the procedure established in the aforementioned document.

9.3. Special mention must be made of the principles that ensure fair and transparent recruitment based on equal employment opportunities; to avoid discrimination in staff recruitment based on 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.

Director

Tarragona, as of the date of the digital signature

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