CONTRACT Ref: 83/2021

Requirements to participate in the call:

-Have Spanish or EU nationality or being holder of any other nationality with an approved work permit, entitling the access to public sector employment. If a selected candidate lacks these requirements, , the contract will not be formalized until the corresponding documentation is in form. In the event that these formalities are not fulfilled within two months after the date of the award the selected person will not be hired; leaving, in this case, the position open or it will be awarded to the following candidate, according to the ranking given in the Resolution of this call.
- Be older than 16 years and not exceed, whenever applicable, the maximum age of forced retirement or the other age that be established by law for a given work.
-The Foundation and/ or the Jury, for institutional interest reasons, may withdraw the resolution or cancellation of this Call at any time, without any further justification.

Research Project Title: EUTOXRISK21. AN INTEGRATED EUROPEAN 'FLAGSHIP' PROGRAM DRIVING MECHANISM-BASED.

EU-ToxRisk – An Integrated European 'Flagship' Programme Driving Mechanism-based Toxicity Testing and Risk Assessment for the 21st century (681002 / H2020-PHC-2015) http://www.eu-toxrisk.eu/ and Unit project

The objective of EUToxRisk21 is to drive a paradigm shift in toxicology towards an animal-free, mechanism-based Integrated approach to chemical safety assessment. The project will unite all relevant disciplines and stakeholders to establish: i) pragmatic, solid read-across procedures incorporating mechanistic and toxicokinetic knowledge; and ii) ab initio hazard and risk assessment strategies of chemicals with little background information. The project will focus on repeated dose systemic toxicity (liver, kidney, lung and nervous system) as well as developmental/reproduction toxicity. Different human tiered test systems are integrated to balance speed, cost and biological complexity. EUToxRisk21 extensively integrates the adverse outcome pathway (AOP)-based toxicity testing concept. Therefore, advanced technologies, including high throughput transcriptomics, RNA interference, high throughput microscopy, and LC- and GCMS metabolomic approaches will provide quantitative and mechanistic underpinning of AOPs and key events (KE).
Service / Unit / Accredited Group: Experimental Hepatology and Transplant Joint Unit

Service/Unit/Accredited Group: HEPATOLOGÍA EXPERIMENTAL Y TRASPLANTE HEPÁTICO, UNIDAD MIXTA DE INVESTIGACIÓN EN HEPATOLOGÍA EXPERIMENTAL,

Candidate requeriments: *(All requeriments are necessary to apply):*
-Level 1: Professional training: Certificate of Higher Training Education on administration / business management / (equivalent, at least to FP-2 degree of Spanish educational System)
-Level 2: University degree: Postgraduate, higher university degree
-Level 3: Doctorate degree: Master in Biomedical /Biotechnology Research or Research Project Management (or tightly equivalent).

Merits to value: *(0-5 points)*

-Level 1: Proven knowledge in organization issues (agenda, reporting, organization of meetings, attendance to management meetings abroad etc.). Good knowledge in general administrative and research managing, organization and technical issues. Proven knowledge in organization issues (agenda, reporting, organization of meetings). Experience in compiling reports and management of documents and research organization and follow-up. Al least B1 level English knowledge (writing and oral understanding).

-Level 2: Consolidated experience in administrative managing, organization of meetings and technical issues, in particular research projects. Acknowledged experience in organization issues (agenda, reporting). Documented experience in compiling research reports management and filing of technical documents. Experience in biomedical research. Good English knowledge (B2, writing and fluent oral understanding).

-Level 3: Knowledge in general administrative and research managing and other technical issues; proven knowledge in organization issues (agenda, reporting, organization of meetings, attendance to management meetings abroad etc.). Experience in participation and managing EU projects (wide scope coverage) and other research projects (global management, reporting, dissemination, etc.) as well other research organization aspects. Advanced Formation on Biostatistics/bioinformatics. Good background in other biomedical research issues (design of clinical trials). Knowledge of THREE European Languages (High/native level; English at least B2 level)).
* Each subheading up to1 p

Curriculum vitae and Academic Track-Record *(0-2 points)*
• Academic remarks (on a scale normalized to 10), up to 1 p;
• Courses and specific academic formation on the abovementioned skills. Other complementary education and skills forthe main purpose of managing research projects and research activities (0,2p each item, up to 1p)

Other Merits: *(Complementary Training) (0-1 point)*
- Good knowledge of "office" software
- Web design and maintenance
For both items: Level 1: average, Level 2: above average level, Level 3: clearly above average
- Functional Diversity equal to or greater than 33% (0.1 point)

Interview *(from 0 to 2 points)*
If applicable (an interview will be held if the difference between the first candidate and the second is equal to or less than two points)

Training/Roles to develop:
Roles to develop:

- Level 1: The awarded will be responsible for running different issues related to the organization, management and development of research of the group, assisting researchers and the head of the Unit in fulfilling the requirements of the funding institutions, and the compliance of administrative and technical formalities, reporting, cost statements, bills and purchase orders, as well any additional task deemed necessary for the smooth progress of research. He /she will assist in the organization of logistics of scientific meetings, and visiting researchers. He/she will contribute to the maintenance of the databases of the Unit (reagents, primers, biological materials, etc.) and the scientific production databases (of the Unit and researchers), and Unit's web.

Level 2: The awarded will be responsible for running different issues related to the organization, management and development of research, assisting in compiling reports and monitoring research progress, taking care of the compliance of administrative formalities, reporting, cost statements, bills and purchase orders, as well any additional task deemed necessary for the smooth progress of research. He /she will assist researchers and the head of the Unit in the travel logistics to attend scientific meetings, organizing scientific gatherings and the agenda of any ensuing visiting researcher. He /she will be responsible for the maintenance of the databases of the Unit (reagents, primers, biological materials, etc.), the scientific production databases (of the Unit and researchers), and Unit's web, as well to provide to other institutions accurate information of the scientific production and outcomes.

Level 3: The awarded will be responsible for running all different issues related to the research management, development and progress of all research projects of the UEH, as well as supporting in research and technical activities to develop. Administrative issues related to Ethic`s Committees and Biobanks. EU project data warehousing and upgrading and uploading repositories. He/she will take care of the compliance of administrative formalities, reporting, cost statements, bills, and purchase orders, as well any additional task deemed necessary for the smooth progress of research to EU/National authorities. He /she will serve as qualified link with coordinators, coordinator's management assistants, EU-Officers, National research authorities, as well qualified representatives of any institution supporting or financing the research conducted by the Experimental Hepatology Unit; he/she will be the contact person, in absence of researchers or Group Leader. He/she will assist researchers and the head of the Unit in the travel logistics to attend the scientific meetings, organizing scientific gatherings and the agenda of any ensuing visiting researcher. He/she will also take care of the compliance in the laboratory of all safety instructions, and good laboratory practices. He/she will be responsible for the maintenance of the databases of the Unit (reagents, primers, biological materials, etc.), the scientific production data bases (of the Unit and researchers), and Unit's web, as well to provide to other institutions accurate information of the scientific production and outcomes.

Contract/Fellowship characteristics:

-Full time
-Amount:
- Level 1: 1.560 € gross/month
- Level 2: 2.350€ gross/month
- Level 3: 2.830€ gross/month

-Length: 6 months renewable according to economic project

Deadline for application submission: 14/07/2021

Required documents <u>On-Line</u> www.iislafe.es

-Updated Curriculum Vitae.
-Academic record with average grade.
-Documents accrediting the required Academic Degree.
-Documentation that justifies all the merits outlined.

The accreditation of the duration of previous employments whenever applicable, should be preferentially done through a "Labor Life Certificate" issued by the Spanish Social Security (INSS),and by work contracts or by any document admissible in law, which reliably certifies the duration, activity and the work category of the applicant. In the case of discrepancies between the INSS certificate and the contract concerning the professional category of the worker, and in relation to his/her merits to apply to the position, the former will be only taken into account.

** The documentation submitted for this open competition will be on deposit of IIS La Fe.*