

REF. HR. 24/ 2025 RESOLUTION OF THE MANAGING DIRECTOR BY WHICH IS AGREED TO PUBLICISE THE TERMS AND CONDITIONS OF THE PUBLIC CALL FOR EMPLOYMENT FOR THE HIRING OF SENIOR RESEARCH MANAGEMENT TECHNICIAN (M3) IN THE FOUNDATION FOR RESEARCH OF THE UNIVERSITY AND POLYTECHNIC HOSPITAL LA FE OF THE VALENCIAN COMMUNITY

The Institute of Health Research La Fe "Foundation for research of the University and Polytechnic Hospital La Fe de la Comunitat Valenciana" (hereinafter, "**IIS La Fe**"), a foundation belonging to the Instrumental Public Sector of the Generalitat, a non-profit entity with its own legal personality, and full capacity to act and under the tutelage of the Protectorate exercised by the Generalitat Valenciana and whose foundational purpose is the generation and dissemination of knowledge and the promote of health and biomedical research in the Valencian Community, on the basis of the reasons of necessity set out in the next paragraph.

RESOLVES

To call a selection process for the recruitment of Senior Research Management Technician (M3) at **Severe infection research group of IIS La Fe in the frame of the Research Project on UPRISE Unravelling ultrafine particulate matter and micro nano plastic's mechanisms of impact on fetal health (2024-1066-1)**, under competitive concurrence, of the Research Foundation of the University and Polytechnic Hospital La Fe of the Valencian Community, through the merit-based competition system and, where appropriate, interview, in accordance with the provisions of these terms and conditions.

The selection system will respect the principles of publicity, merit, capacity and free competition of candidates, as well as the principles of speed and efficiency, and shall guarantee, at all times, the transparency of the selection process.

I.- JOB DESCRIPTION AND CONDITIONS OF THE EMPLOYMENT CONTRACT:

- Legal regime: Employment under labor law
- Type of Contract: Employment within the framework of the Recovery, Transformation, and Resilience Plan and European Union Funds
- Probationary period: According to the applicable Collective Bargaining Agreement.
- Professional Category: 28M - Research support management staff (M)
- Work day: full-time
- Gross annual remuneration: 38.743,92€
- Place of work: Tower A, 7th Floor, International Office of IIS La Fe, Valencia (Spain).
- Selective process: Merit-based competition in accordance with the assessment of merit detailed in the corresponding section, and, if applicable, interview.

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ii. - MAIN FUNCTIONS OF THE POST:

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Job Functions:

General functions:

Coordinate and prepare reports, studies or analyses to support research projects, clinical trials and technological services.

Valorization of knowledge.

Coordinate and/or direct the technical management of plans, projects, and research programs, as well as their applications and results.

Develop tasks of conception, design, application or improvement in research management processes.

To formulate technological and innovation initiatives, advice, analysis or preparation of reports in their respective specialties.

To carry out study, inspection or supervision actions of management areas and platforms or research units or groups.

To promote and coordinate initiatives of the corresponding area.

To program, coordinate, manage and other similar.

To supervise and coordinate the personnel under their charge.

Specific functions:

Coordinate and lead the IISLAFE working team to accomplish the project activities. This working team will be composed of: at least 5 people hired by IISLAFE specifically for the project, together with the staff from IISLAFE and La Fe Hospital involved in the different project activities.

Coordinate the project consortium, consisting of 14 partners, acting as liaison between CE and the consortium.

Coordinate and monitoring the development of tasks and research results, keeping track of the achievement of milestones and deliverables of the whole consortium.

Coordinate and supervise the periodic reports to CE, in conformity with CE's guidelines.

Ensuring all partners adhere to the obligations of the Grant Agreement and Consortium Agreement.

Contribute and promote the European project publicity and results dissemination.

To be updated on the new funding policies and financial rules of the CE programme.

Lead the management of working groups and relationship-building with partners, fostering strong relationships to effectively coordinate and monitor the smooth progress of the UPRISE project.

Provide high-quality advice to the IISLAFE research team and other partners on project management.

Carry out any other tasks assigned by the IIS La Fe management and/or his/her direct Coordinator.

The contract will be formalized in writing, and the most appropriate contractual modality will be used for the purpose of this, among those that are in force at the time of said formalization.

Contracts may be terminated for any of the reasons set forth in the contract itself. Contracts may be terminated for any of the reasons set forth in the Workers' Statute, or in the rest of the applicable legislation, and also those set forth in the contract itself, among which the following shall be established:

a) Termination or exhaustion of the budget appropriation.

b) Completion of the tasks assigned to the employee's position within the project/unit and

c) Completion of the project. It shall be understood that the referred project has been terminated (c.1) by the termination or extinction of the project, or of the phase thereof to which this contract is linked, (c.2) the termination or extinction of the economic resources assigned to said project or (c.3) the termination or extinction of the specific line of financing assigned to the contracting of personnel within said project.

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III.- REQUIREMENTS FOR CANDIDATES

In order to be eligible to participate in the selection process, candidates must meet the following requirements on the date of end of the deadline for submitting applications and maintain the following requirements until the contract is formalised:

General Requirements
1. Be national of Spain or any other member state of the European Union, as well as of those states to which, by virtue of international treaties signed by the European Union and ratified by Spain, the free movement of workers applies in the terms defined in the Treaty establishing the European Union, or hold this right in accordance with the provisions of Royal Decree 543/2001 of 18 May or, failing this, be in possession of the corresponding work permit in the case of belonging to a non-member State of the European Union.
2. Be at least 16 years of age and be under the maximum compulsory retirement age or such other age as may be established by law.
3. Have the necessary functional ability required to perform the duties or functions corresponding to the position for which the vacancy is advertised.
4. Not have been separated, by means of disciplinary proceedings, from the service of any of the Public Administrations or the constitutional or statutory bodies of the Autonomous Communities, nor have been permanently disqualified from the exercise of public functions by judicial resolution or, where appropriate, for the corresponding profession. If you are a national of another State, you must not be disqualified or in an equivalent situation, nor have been subjected to disciplinary or equivalent sanction that prevents, in your State, in the same terms access to the civil service.
5. Not having been dismissed by means of disciplinary proceedings or by virtue of an objective dismissal from IIS La Fe, except if it had been declared null or unfair. This exclusion shall not apply if more than three years have elapsed from the date of the dismissal, until the date of publication of the bases of the call.
6. Meet the contractual requirements in accordance with current legislation on work permits or any other that replaces it.
Necessary Requirements
Requisitos formativos.
It is required University master's degree, bachelor's degree or equivalent (NIVEL MECES 3 O NIVEL 7 EQF) in:
- University Degree - Health Sciences/Experimental Sciences
Candidates with qualifications obtained abroad must prove that they are in possession of the corresponding approval credential or, where appropriate, the corresponding certificate of equivalence.

Candidates with qualifications obtained abroad must prove that they are in possession of the corresponding approval credential or, where appropriate, the corresponding certificate of equivalence.

In order to be admitted to the selection process, candidates will meet all the necessary requirements (general and necessary) at the closing date for the submissions of applications. Failure to meet these requirements will result in the exclusion of the participant.

IV.- PRESENTATION OF APPLICATIONS:

Applicants must register *online following* the steps indicated on the website of the IIS La Fe (www.iislafe.es) and must provide documentation accrediting the requirements and merits they claim:

1. Copy of the DNI or NIE (both sides) (provide in the section of other documentation).
2. Documentation accrediting the possession of the specific qualification required in section 2 of this call (both sides of the qualification) (to be provided in the qualification section).
3. Curriculum Vitae of the applicant (to be provided in the curriculum vitae section).
4. Report of labor life issued by the Social Security (provide in the section of other documentation).
5. Documentation accrediting the merits that the candidates wish to be assessed, as indicated in the accreditation method referred to in the following section on merit assessment (provide in the section on other merits).
6. Any other documentation detailed in this call for applications (provide in the other documentation section).

Only one file may be uploaded in each section. (See page 8 of the user's manual for the online submission of applications).

Failure to submit the documents listed in numbers 1, 2, 3 and 4 will result in the exclusion of the candidate.

The merits claimed must be in possession on the date of the deadline for submission of applications and must be duly documented in order to be assessed. Any merit that has not been accredited with the corresponding documentation within the deadline for submission of applications cannot be assessed.

The deadline for submission of applications will be **fifteen (15) calendar days** counting from the day following the publication of the call for applications on the website of IIS La Fe (<https://www.iislafe.es/es/empleo/>). It may also be published on the Public Employment Portal of the Generalitat Valenciana (Prop Guide).

Registration in this selection process implies acceptance of these rules by the candidate.

The candidate is bound by the information given in his/her application, acknowledging the truthfulness and accuracy of the documentation provided. The inclusion of false data in the application for this call or the falsity in the documentation provided will lead in the automatic expulsion of the selection process.

V.- SELECTION BOARD:

The correct execution of the selective procedure and the evaluation of the tests and merits of the applicants shall be entrusted to a collegiate body of a technical nature, which shall have the following composition:

- a. Presidency: Person occupying the position of management director or with assimilable functions.
- b. Member 1: member of the Works Committee.
- c. Member 2: Economic subdirector of Personnel of the Hospital Universitario y Politécnico La Fe or, in its case, person that designates for its substitution.
- d. Member 3: Promoter of the call for applications, person responsible for the area/group/service to which the position is assigned or, if applicable, the person designated to replace him/her.
- e. Secretary: Person in charge of Human Resources or the legal area or the person designated to replace him/her.

The Selection Board will be responsible for considering, verifying and assessing any incidents that may arise in the development of the selection process, adopting the reasoned decisions it deems appropriate in this regard.

The Selection Board may seek the collaboration and advice of experts in the field of the position offered, who shall collaborate with the Selection Board and shall have the right to speak but not to vote.

The Selection Board shall act subject to the general causes of abstention and recusal contained in articles 23 and 24 of Law 40/2015, of October 1, on the legal regime of the public sector. The body in charge of resolving possible recusals of the members of the corresponding tribunal, promoted by the interested parties, will be made up of the president of the tribunal, a member of the Works Committee chosen by the latter and the vocalía 3 (the promoter of the call, person responsible for the area/group/service of assignment of the position or, where appropriate, person designated for his/her replacement).

VI. DESCRIPTION OF THE SELECTIVE PROCESS.

Merit-based competition

The selection process will consist of a merit competition in which the merits listed below, which must be related to the functions and tasks to be carried out in the post to be filled and which must be possessed on the closing date for the submission of applications, will be assessed up to a maximum of 10 points.

SCORING OF MERITS AND INTERVIEW PHASE			
1. PROFESSIONAL MERITS RELATED TO THE ACTIVITY/FUNCTIONS TO BE DEVELOPED	Maximum score: 5 POINTS		Form of accreditation
Demonstrated experience (minimum 2 years) coordinating collaborative projects of different international research programs (e.g., FP7, H2020, HE, NIH, etc.) including project finances in European research projects (preferably in the area of health). (2 years: 1 point; each additional year 0.5 up to 2,5 points)	2,5	points	Certificate of work life issued by the General Treasury of Social Security. In order to prove that the services have been provided in positions with the same or similar functions, a certificate of functions or tasks carried out issued by the company or employment contract/s including the category and / or professional group and a description of the functions carried out
A proven experience of (minimum 2 years) in writing proposals for different international research programs according to the call requirements. (2 years: 0.75 points; each additional year 0.25 up to 1.5 points)	1,5	points	
Verifiable experience in coordinating EU projects (preferably in the area of health) depending on the budget of the project: 1) 1M- 2M €: 0.1 points per project ,2) >2 M to 3 M €: 0.25 points per project; and 3) >3 M €:; 0.5 points per project.	1	point	
TOTAL	5 POINTS		
2.- ACADEMIC MERITS	Maximum score: 2.5 POINTS		Form of accreditation
Training courses in European project management (0.5 for accredited course)	1,5	points	The accreditation of the completion of any course will be done by presenting the diploma or certification of the entity that has given the course, where the number of teaching hours is stated. If this is not the case, the course to be scored will not be taken into consideration. The subjects that may have been taken and, in this same sense, the studies of the qualification that is being sought both for admission to the process and for qualification higher than that required will not be taken into consideration as a course.
English knowledge: level C1: 0,75 points C2 level: 1 point)	1	point	The English language will be assessed on the basis of certificates issued by bodies recognised to award an official qualification. Only the maximum level will be scored.
TOTAL	2,5 PUNTOS		
3.- OTHER MERITS	Maximum score: 1.4 POINTS		Form of accreditation
Experience in organization of international consortium meetings in European coordinated projects	0,4	points	It will be accredited by a certificate from the entity where the activity was carried out.

Accredited knowledge of the use of software of research management	0,25	points	Certificate issued by the entity owner of the management tool.
Stays in research centres 0.25 points per month.	0,75	points	It will be accredited by a certificate issued by the entity that has conducted the course
TOTAL	1,4	POINTS	
4.- FUNCTIONAL DIVERSITY (0,1 points)	0,1	POINTS	Certificate proving the recognized degree issued by the competent authority.
5.- INTERVIEW	1	POINTS	
PUNTUACION TOTAL	10	POINTS	

The assessment of professional experience shall be reduced proportionately in the case of part time service.

The assessment of the same period of professional experience may not be computed in more than one of the sections indicated in the professional merits.

Only those merits that have been duly accredited within the period and in the manner specified in these conditions will be taken into account.

VII. SELECTION PROCESS

A) FIRST PHASE

The selection process will consist of the evaluation of the merits accredited by the candidates and, if necessary, a selection interview. In order to facilitate the assessment of the adequacy of the merits of the candidates to the needs of the organizing entity, the selection board may ask the candidate for clarifications by any means for the purpose of assessing the score of the merits provided, but in no case will it be a section with a different score. It will have merely clarifying effects.

The sum of the different scores obtained on the accredited merits will give a result that will represent the score achieved, thus obtaining the list of scores that the Selection Board will publish on the website of IIS La Fe. From the day after the publication, the interested parties will have a period of **three (3) working days**, to present their allegations.

These allegations must be made in writing, from 09.00 a.m. to 02.00 p.m., to the IIS La Fe, located at Avda. Fernando Abril Martorell, 106 Torre A, 7th floor, 46026 (Valencia), indicating the number of the call and the reason for the complaint.

Candidates who do not obtain the minimum score of 2.5 points in this first phase will be excluded from this selective hiring process.

B) SECOND PHASE, IF APPLICABLE:

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A **second phase** in the event that the difference between candidates is equal to or less than one point, which will consist of an interview.

This personal interview will be conducted by the Human Resources Department and the person occupying the third position, who will draw up a report for each of the interviews conducted and submit it to the Selection Board.

In case of doubts, the Tribunal may hold an interview with the candidate in order to verify and/or request the clarifications it deems appropriate.

The definitive evaluation of merits, after reviewing the allegations presented, if any, will be made public on the website of the IIS La Fe, in order of the final score obtained.

At the end of the selection process, the Selection Board will issue the corresponding resolution awarding the position to the person who has obtained the highest score, which will be published on the website of the IIS La Fe.

This resolution will contain, if the tribunal considers it appropriate, in view of the merits provided by the candidates, a list of alternate candidates in order of priority according to the final scores obtained, which will remain in force for a period of 6 months.

In the event of a tie between candidates, it shall be decided in the order set out below:

In the first place, in favor of the applicant who has obtained the highest score in the different sections of the competition scale, in the same order in which they are listed.

If the tie persists, the person with functional diversity will be considered, secondly, and if the tie occurs between said people, the person with the highest percentage of disability accredited will be chosen.

If the tie persists, it will be resolved, thirdly, if the tie were between people of different sex, in favor of the sex that is underrepresented, within the group of people who are part of the group or professional category summoned.

Finally, if the tie still persists, it will be settled finally in alphabetical order of the first surname of the tied applicants, beginning the aforementioned order with the letter that corresponds to the rule in force at that time.

The person selected for the position shall have a period of **three (3) working days** from the next working day following the date of publication of the resolution to accept or decline the award.

In the event that the acceptance or resignation is not presented, or if it has not been possible to contact the selected person within the period stipulated above, the summoning body may award the position to the next alternate indicated in the resolution, if he/she proves to comply with the requirements of the summons and with the applicable regulations.

The selected persons are warned that the inaccuracy or falsity of the data and documentation provided will result in the cancellation of the contractual relationship established with the IIS La Fe, assuming the legal consequences that may arise from such action.

The Foundation, for duly motivated reasons of interest to the entity, may withdraw at any time from the resolution of this call.

If, once the employment contract has been formalized, the person hired under these conditions causes voluntary resignation, does not pass the probationary period, is in a situation of temporary disability, leave of absence or any similar situation, he/she may be replaced by the next alternate in the resolution (if appointed), in order of priority according to the final score obtained in the evaluation resulting from the call, if he/she can prove that he/she meets the requirements of the call and complies with the applicable regulations.

VIII. - RESOURCES

The social jurisdictional order is competent to resolve disputes arising from these rules, in accordance with Law 36/2011, of 10 October, regulating social jurisdiction, without the possibility of any other appeal through administrative channels or any claim prior to the social judicial channels.

IX.- PROTECTION OF PERSONAL DATA

The Fundación para la Investigación del Hospital Universitario y Politécnico La Fe de la C.V. (hereinafter, IIS La Fe), with CIF G97067557, in its capacity as data controller, informs that the personal data provided by the candidates on the occasion of their participation in this call will be processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, and the Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights.

Purpose of processing: to manage the selection process of staff aspiring to a job or scholarship. Manage resumes and documentation provided. Management of the application evaluation process.

Purpose of processing: To manage the candidature, carry out the processing of the selection and provision of the job post, as well as for the fulfillment of the remaining obligations that may arise.

Legitimacy of the processing: the data will be processed on the basis of the consent of the data subject (article 6.1 a) of the GDPR) and in order to comply with legal obligations (article 6.1 c) GDPR).

Data retention criteria: Personal data will be retained for the time necessary to fulfill the purpose for which they were collected, as well as to demonstrate compliance with legal obligations, with a maximum period of 5 years from the end of the selection process. Once the processing has been completed, the data will be kept blocked until the statute of limitations period for possible liabilities arising from the processing has expired. The name and surname of the participants will be published on the website of IIS La Fe in application of the transparency regulations for a period of 2 years. The data will be kept in the management applications linked to the professional file of the person concerned.

Updating of data: The candidate guarantees the veracity of the personal data provided and undertakes to inform IIS La Fe of any changes that may occur. The data relating to the address, e-mail and contact telephone numbers indicated in the registration process will be considered the only valid data for the purpose of notifications.

Communication of data: In compliance with the principles of transparency and good governance of the Valencian community, personal data will be published on the website of IIS La Fe in order to publicize the corresponding lists of scores and resolutions.

Rights of the interested parties: You may exercise your rights of access, rectification, deletion, limitation, portability or, where appropriate, opposition, by written request, accompanied by a copy of your ID card or equivalent supporting document, by mail to the address Avda. Fernando Abril Martorell 106, Torre A, 7th floor, 46026 Valencia, or by the following electronic procedure https://www.gva.es/es/inicio/procedimientos?id_proc=19970. Likewise, if you consider that your right to personal data protection has been violated, you may file a complaint with the Spanish Data Protection Agency (www.agpd.es).

DPD contact details: dpd@gva.es