

JOB PROFILE

CALL FOR RECRUITMENT OF PERSONNEL Nº **Conv._FIHAC_02_20201**

POSITION	Senior Administrative Technician
MOTIVATION	<input type="checkbox"/> Annual programming
	<input checked="" type="checkbox"/> Project: HORIZON EUROPE IHC
ENTITY OF ADMINISTRATIVE DEPENDENCY	<input checked="" type="checkbox"/> Fundación Instituto de Hidráulica Ambiental de Cantabria
	<input type="checkbox"/> Universidad de Cantabria
DIVISION	Administration and Management Support
AREA DEPENDENCE	Administration

REQUIRED PROFILE	
GENERAL MISSION	ESSENTIAL JOB FUNCTIONS
APPLICATION OF TECHNIQUES FOR THE DEVELOPMENT OF KNOWLEDGE OR PRODUCTS WHICH ARE NECESSARY FOR THE RECORDING AND OPERATION OF THE PLANNING, ORGANISATION, DIRECTION AND CONTROL OF RESOURCES	<p>GENERAL TASKS Assist the Director General, Corporate Directors, Administrators of the Economic Management Units, and of the Research and Technology Transfer Unit in the planning, organization, management and control of resources and activities related to third parties - communication, public relations and marketing, as well as in several other activities.</p> <p>SPECIFIC TASKS Screening, identification and selection of relevant EU calls for proposals, especially those related to the EU Framework Programme for Research and Innovation. Contribution to the development and positioning of IHCantabria in Europe, through participation in the initial conception, preparation and promotion of EU projects and the collaboration in the implementation of the centre's strategic initiatives at EU level. Support in the drafting of European proposals, as well as in the execution, monitoring and justification of projects, in accordance with the standards of the funding institution. Promotion of communication between IHCantabria and its partners (technology centres, research staff, companies and social organisations), fostering the development of a steady relational network, both at national and European level. Promotion of IHCantabria's participation in HORIZON EUROPE Programme proposals, as well as the identification and attraction of suitable consortium partners. Participation in specialised training programmes, attendance to specific events and networking days.</p>

EDUCATION REQUIREMENTS			
UNIVERSITY DEGREE	FIELD OF STUDY	EXPERIENCE	OTHER QUALIFICATIONS
OFFICIAL UNIVERSITY DEGREE / DIPLOMA / TECHNICAL ARCHITECT / TECHNICAL ENGINEER	SCIENCES, SOCIAL AND LEGAL SCIENCES, ENGINEERING OR ARCHITECTURE	At least 2 years of experience in fund-raising and management of European projects.	English level C1 accredited. Accreditation by means of a certificate from a recognised entity that allows equivalence with CEFR levels. Alternatively, a test will be carried out

ASSESSMENT ELEMENTS	
ASSESSMENT ELEMENTS	<p>Knowledge of the functioning of the European Union and/or the Framework Programmes for Research and Innovation would be an asset. Previous experience in the performance of work in the main European institutions, networks or consortia will be valued. Experience in the organisation and dynamisation of meetings, workshops and events at European or international level will be considered as a merit to be valued. Previous experience in research organisations and/or technology centres will be an asset. Participation in proposals or consortia for European projects coordinated directly or indirectly will be valued. Training in English and French will be an asset.</p>

CONTRACTING PROPOSAL	
TYPE OF CONTRACT	Senior Administrative Technician
ESTIMATED DURATION ¹	24 months (renewable, subject to the availability of funds).
LOCATION OF WORKPLACE	<input checked="" type="checkbox"/> Santander- Spain (IHCantabria) <input type="checkbox"/> Other:
REMUNERATION	28.840,00 €/year gross annual salary (12 monthly payments per year) of gross salary distributed in reference salary plus allowances, if applicable
COMMENCEMENT DATE	April 5, 2021

CHARACTERISTICS OF THE RECRUITMENT AND SELECTION PROCESS			
TYPE OF PROCESS	Open competition	Código: Conv._FIHAC_02_2021	
POSITIONS	1 (initially planned)		
RECRUITMENT PROCESS	Ad publication in FIHAC webpage: February 25, 2021		
	Recruitment process closing date: March 19, 2021 at 13:00 hours		
PRE-SELECTION	Expected date for pre-selection: March 22, 2021		
SELECTION TEST	<input type="checkbox"/> Date for the test	Maximum of applicants:	
JOB INTERVIEW	Expected date for job interviews: March 25, 2021	Maximum of applicants: 3	Minimum score ² : 40
REPORT	Expected date for final report: March 26, 2021		
FINAL DECISION	Expected date for final decision: March 26, 2021		
AUTHORITY TO PROPOSE AND DECIDE	Vice-President of the Environmental Hydraulics Institute Foundation		

¹In cases of temporary contracts

²Score obtained by the assessment of merit, minimum (threshold) required for a / a candidate / a pass to the phase of the interview

SCORING INFORMATION/ CANDIDATE MERITS				
MERITS	EVALUATION	ASSESSMENT		MAXIMUN
KNOWLEDGE OF THE FUNCTIONING OF THE EUROPEAN UNION AND/OR THE FRAMEWORK PROGRAMMES FOR RESEARCH AND INNOVATION	CV VITAE	COMPLIANCE REQUIREMENTS	10 Point(s)	10
It must be accredited by certification from the company or organisation where they were acquired or by a certificate of employment or equivalent		(Y/N)- Points:10		
PREVIOUS EXPERIENCE IN THE PERFORMANCE OF WORK IN THE MAIN EUROPEAN INSTITUTIONS, NETWORKS OR CONSORTIA	CV VITAE	NUMBER OF YEARS	6 Point(s)/year	30
It must be accredited by certification from the company or organisation where they were acquired or by a certificate of employment or equivalent		Maximum: 5		
EXPERIENCE IN THE ORGANISATION AND DYNAMISATION OF MEETINGS, WORKSHOPS AND EVENTS AT EUROPEAN OR INTERNATIONAL LEVEL	CV VITAE	NUMBER OF MATERIALS OR ELEMENTS	4 Point(s)/material-element	20
It must be accredited by certification from the company or organization where it was acquired or by a certificate of employment or equivalent		Maximum: 5		
PREVIOUS EXPERIENCE IN RESEARCH ORGANISATIONS AND/OR TECHNOLOGY CENTRES	CV VITAE	NUMBER OF YEARS	4 Point(s)/year	20
It must be accredited by certification from the company or organization where it was acquired or by a certificate of employment or equivalent		Maximum: 5		
PARTICIPATION IN PROPOSALS OR CONSORTIA FOR EUROPEAN PROJECTS COORDINATED DIRECTLY OR INDIRECTLY	CV VITAE	NUMBER OF MATERIALS OR ELEMENTS	2 Point(s)/material-element	20
It must be accredited by certification from the company or organization where it was acquired or by a certificate of employment or equivalent		Maximum: 10		
ENGLISH COMMUNICATION SKILLS	CV VITAE	COMPLIANCE REQUIREMENTS	15 Point(s)	15
English Skills must be certified by CEFR accreditation levels: (C2: 15 points)		(Y/N)- Points: 15		
FRENCH COMMUNICATION SKILLS	CV VITAE	COMPLIANCE REQUIREMENTS	15 Point(s)	15
English Skills will be certified by CEFR accreditation levels: (A1:1 point; A2: 1 point; B1: 3 points; B2: 6 points; C1: 10 points; C2: 15 points)		(Y/N)-Points: 15		
MAXIMUM SCORE SPECIFIC ASSESSMENT				130
MAXIMUM SCORE IN THE INTERVIEW				65
MAXIMUM TOTAL SCORE				195

GUARANTEE AND ASSESSMENT COMMISSION FOR THE RECRUITMENT PROCESS	
<p>Signature: </p>	 <p>Approved: Raul Medina Santamaria, Vice president</p>
<p>Date: February 25, 2021</p>	