

OFFER OF EMPLOYMENT

POSITION:	Finance Manager
REFERENCE:	05/2024 RESP ECON. TASA
AREA:	MANAGEMENT
PROCEDURE:	Public call by public competition

1. General guidelines

The CENIEH **invites applications** to fill one position as **Finance Manager**, a post within the structure and therefore for an indefinite term, by virtue of the twenty-third additional provision of the Act 31/2022, of December 23rd, on the National General Budget for the year 2023, and in accordance with the authorization issued by the Dirección General de Función Pública no. 240034, dated January 31st 2024.

The selection process shall be carried out pursuant to the *Resolution by the Secretaría de Estado de Función Pública dated April 11th 2022, which approves the common criteria for action in selection processes for entities of the central government public sector*, to ensure the proper application of the principles of freedom of competition, equality, publicity, merit and capacity.

For this reason the process will be conducted using the **system of public competition**, with the phases, evaluations and scores stipulated hereunder in the appropriate section and annex.

This offer shall take into account the principle of equality between men and women in relation to access to employment, in accordance with article 14 of the Constitution of Spain, the Act 3/2007, of March 22nd, and the First Gender Equality Plan of the CENIEH. In application of the cited statutes relating to genuine equality between men and women and to promote gender equality, this text has been drafted using inclusive, non-sexist language.

The vacancies shall be published at the general portal, www.administracion.gob.es, on the CENIEH website, Vacancies | CENIEH, where the results of the different phases of the selection process shall be published, and using such other channels as are deemed appropriate.

2. General requirements of candidates

To be admitted to the selection process, aspirants must satisfy the following requirements for participation on the deadline for applications, and maintain these until the formalization of the employment contract, if applicable:

- Legal capacity: Capacity to hire out their services.



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- Functional compatibility: Possess functional capacity to accomplish the tasks entrusted.
- Eligibility: Not to have been discharged from the service of any of the Public Administrations or constitutional or statutory bodies of the Autonomous Regions on disciplinary grounds, nor in a situation of absolute or special disqualification from public employment.

Aspirants who are not of Spanish nationality must likewise accredit that they are not disqualified or in an equivalent situation, nor have they been subject to disciplinary or equivalent action which would similarly preclude access to public employment, in their home country.

- Qualification: In possession of the qualification set out in Annex II hereto. In the case of qualifications obtained abroad, unless they are expressed in ECTS credits, applicants must accredit ratification of those studies or the credential accrediting that those studies have been validated, if applicable. If they have not been validated, the selected candidate will be given a period of 1 year to furnish this. This shall not be applicable to applicants who have obtained recognition of their professional qualification in the scope of the regulated professions, under the provisions of European Union law.

3. Method of application

To participate in this competition, all persons who are interested and who fulfill the minimum requirements established in **Annex II.D** should file an online application at the CENIEH website, <https://cenieh.es/en/about-cenieh/vacancies>, attaching their curriculum vitae (CV) and the participation documentation stipulated in Annex II.

Should some problem with uploading files present itself, these may be sent on an exceptional basis by email to rrhh@cenieh.es, stating the reference number above, and this shall also apply to any incidents that arise in the course of the selection procedure.

The application, the CV, and the documentation accrediting compliance with the minimum requirements must all be sent by the deadline stated in Annex II.

Failure to submit the aforementioned documentation will result in the exclusion of the candidate. However, any defect in the documentation may be corrected within the period facilitated for the purpose.

For the purposes of the evaluation process, only the information included by the application deadline in the CV, the memorandum of professional experience, the employment history, and references will be taken into account. Subsequent update of information included in these documents will not be possible. The merits claimed must be held by the deadline and must be appropriately documented for them to be assessed.

Participation in this selection process implies full acceptance of the terms hereof, and the Selection Committee may declare that the process should be abandoned.

4. Selection Committee

The Director will appoint the members of the Selection Committee who will evaluate the applications received for the position offered in the public call and who will offer a proposal for the award of the aforementioned position.

The composition of the Selection Committee will be based on the principle of a balanced presence of women and men, except for justified and objective reasons duly explained in Annex I.

The Selection Committee shall ensure strict compliance with the conditions of the call, and in particular, with the principles set out in section I.

The members of the Selection Committee shall refrain from intervening when the grounds for abstention provided in Act 39/2015, of October 1st, on the Common Administrative Procedure of the Public Administrations, are applicable. Likewise, applicants may challenge the members of the Committee if the aforementioned circumstances apply.

According to the regulations on data protection, and in particular, article 5.1.f) of the General Data Protection Regulation 2016/679/EU (the "GDPR"), members of the Selection Committee are obliged to maintain confidentiality and professional secrecy with respect to the personal data they may handle as part of their duties in this selection process.

The personal data of the members of the Selection Committee that may be handled by the Consorcio CENIEH shall be protected by the regulations on the Protection of Personal Data, and processed and incorporated into the "Human Resources" processing activity, for the purposes of the present selection process. The legal grounds for the processing of their data shall be the execution of a contract or precontractual measures. The data provided shall be retained for the period necessary to comply with the legal obligations. Data shall not be transferred to third parties except where required by law, and any complaint may be lodged with the Agencia Española de Protección de Datos (www.agpd.es).

For the purposes of communication and other incidents, as well as to exercise their rights to access, rectification or erasure, restriction of processing, portability and/or opposition, the data subject can contact the data controller: Consorcio CENIEH (Delegado de Protección de Datos), Paseo Sierra de Atapuerca 3, 09002 Burgos, Spain, or protecciondedatos@cenieh.es

5. Selection process



The selection process shall be conducted using the system of public competition, and shall consist of three phases.

Should there be ties in the qualification of the candidates, persons with some degree of disability shall be afforded preference. Persons whose degree of disability is at least 33% who aspire to participate in the public competition system and who request adaptation of the time and/or means available must furnish an Expert Opinion issued by the Evaluation Body which certified the degree of disability.

The selection process shall commence on the day after the deadline for applications, and its duration, for each phase and in total, shall be as stated in Annex II.

a) **Phase 1: Evaluation of compliance by candidates with the minimum requirements**

The Selection Committee will examine the applications received to determine whether they comply with the minimum requirements established (Annex II D. PARTICIPATION REQUIREMENTS) and necessary to apply for the position, and will do so using the information in the CV and the documentation accrediting those requirements.

In this phase, it is necessary to supply the documentation accrediting all the merits claimed.

Once evaluation of the requirements for all candidates has been completed, and within the period stated for this phase, the Selection Committee will formulate a Provisional list of admitted and excluded candidates, stating which are to continue to the next phase, and the requirements that were not met for the cases of those excluded.

As stated in section I hereof, this list will be published at the CENIEH employment portal, and candidates will be able to avail of five working days counted from the day after publication, to submit any relevant claims or corrections.

Once the period of 5 working days has elapsed, the Definitive list of admitted and excluded candidates will be published.

b) **Phase 2: Examination phase**

Together with the publication of the list of admitted and excluded candidates, the arrangements for the place, date and time for the examinations of this phase shall be sent to admitted candidates by email or regular mail. This will consist of three in-person examinations, one being multiple choice, one of practical exercises on the topic stated in Annex II, and an English test. This phase shall be eliminatory.

Once the eliminatory examination has taken place, the Selection Committee shall formalize a Provisional list with the scores obtained by the candidates, stating which will continue in the process for the competitive merits phase. A



period of five working days, counted from the day after publication, shall be opened to submit any relevant claims or corrections.

Once the period of 5 working days has elapsed, the Definitive list of admitted and excluded candidates will be published.

The result of this phase shall count for 60% of the total score.

c) **Phase 3: Competitive merits phase**

Candidates who have passed the examination phase shall be assessed on the scale of merits using the documentation provided and a personal interview they will be given advance notice of, which preferably should take place in-person, although other means such as teleconferencing, video chat or similar shall be permitted provided that the evaluation process so allows.

Similarly, and if the Selection Committee should so decide, complementary documentation for evaluation of the merits may be requested. The Selection Committee may also accept other means of accreditation provided that they furnish irrefutable justification of the merits claimed.

The result of this phase shall count for 40% of the total score.

Each member of the Committee shall score each candidate individually, with the candidate's final score being the average of those obtained.

If no candidate achieves the minimum required score, the position will remain vacant.

Once this evaluation has been finished, the Selection Committee shall compile a report signed by all its members, detailing the total and partial scores for each of the sections, with a proposed order of preference for the applicants determined by the results attained.

Given the hiring proposal formulated by the Selection Committee, and within the period specified, CENIEH Management shall formulate the corresponding Resolution designating the candidate who obtained the highest aggregate score, as the sum of the scores obtained in the examination and competitive merits phases, and this person shall be proposed to occupy the position, with the order of preference for the remaining candidates.

If the offer is declined, the post shall be offered to the next candidate in the order of preference established.

Once the selection process is finished, all documentation referring to it shall be returned to the Human Resources Department of the Consorcio CENIEH, the body responsible for its custody and control.

Throughout the selection process, all documentation of the process shall be available to candidates in the Human Resources Department, which will also inform each candidate

about the development of the process as well as the results obtained. Similarly, any questions or queries about the process should be addressed to this department.

6. Resolution of the selection process

Once the final hiring resolution has been approved by the Director, it will be published on the CENIEH website and in as many places as deemed appropriate.

Human Resources will contact the selected candidate to obtain the necessary documentation for the formalization of the contract. A greater number of contracts may not be formalized than positions announced (1).

A candidate with university qualifications obtained abroad, unless they are expressed in ECTS, must also furnish a certified copy of the appropriate ratification of those studies or a copy of the credential accrediting that those studies have been validated, if applicable. If this is not held at the moment of formalization, it is mandatory to obtain it within the first year.

An employment contract of indefinite term will be formalized with the selected candidate, who will have to pass the six-month trial period during which the Managing Director will evaluate the proper performance of their job.

In order for the contract to be valid and effective, the proposed candidate must submit to a medical examination by the CENIEH OHS Service and be declared "fit" to perform the duties of the position.

In the event that the proposed candidate declines the offer, the result of the evaluation of the trial period is unfavorable, or the post becomes vacant within a maximum period of two years from the Resolution of the Committee, the position may be awarded to the next candidate(s) in the list proposed in the Resolution Act.

7. Data protection

To ensure confidentiality in the publication of the results of the selection process described in section 1, candidates will be identified using their full names and four random digits from their national identity document, foreigner identity number, passport or equivalent document.

The Human Resources Department of the CENIEH will be the body responsible for the custody and control of all information related to the selection process.

According to the regulations on data protection, and in particular, article 5.1.f) of the European General Data Protection Regulation 2016/679 ("GDPR"), you are hereby informed that processing the data furnished in applications to this call is required pursuant to the legal obligations incumbent upon the Consorcio CENIEH, and the data will be incorporated into the "Human Resources" processing activity for the purposes of managing staff selection processes by public competition. The legal grounds for the

processing of their data shall be the execution of a contract or precontractual measures. The data provided shall be retained for the period necessary to comply with the legal obligations. Data shall not be transferred to third parties except where required by law, and any complaint may be lodged with the Agencia Española de Protección de Datos (www.agpd.es).

Data will not be transferred to third parties except where required or authorized by law.

For the purposes of communication and other incidents, as well as to exercise their rights to access, rectification or erasure, restriction of processing, portability and/or opposition, the data subject can contact the data controller: Consorcio CENIEH (Delegado de Protección de Datos), Paseo Sierra de Atapuerca 3, 09002 Burgos, Spain, or protecciondedatos@cenieh.es

The Human Resources Department of the CENIEH will be the body responsible for the custody and control of all documentation related to the selection process.

8. Whistleblower channel

The CENIEH is committed to compliance with the law and the fight against fraud, corruption and conflicts of interest. Any circumstance that could constitute a felony or serious or very serious regulatory infringement in the hiring process should be reported using the CENIEH whistleblower channel which is accessible from its home page.

The CENIEH whistleblower channel is an internal one, which is part of the entity's internal reporting system in compliance with the demands of the Act 2/2023 on the protection of persons who report regulatory infringements or those related to the fight against corruption, designed, established and managed securely, in such a way as to guarantee the confidentiality of the identity of the informant and any third person mentioned in the communication, and of the actions undertaken in managing and processing the same, as well as data protection, with access by unauthorized persons being precluded. Persons who report or disclose infringements shall be entitled to protection, even when they do so anonymously and are subsequently identified, always provided that they had reasonable grounds for believing that the information transmitted on the channel was true at the moment of communication or disclosure, and even if conclusive proof of the substance of the complaint was not furnished.

The CENIEH policy on the internal reporting system and informant protection, and the regulation on managing internal reports and investigations, are available on the entity's website. [Whistleblower channel | CENIEH](#).

9. Recourse against the present call

The present call, which exhausts available administrative remedies, may be challenged by filing suit before the Juzgado de lo Contencioso-Administrativo of Burgos, within a period of two months counted from the day following its publication on the CENIEH



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website. It is also possible to file an appeal for reconsideration with the Director within a period of one month from the day following its publication. In this case, the aforementioned suit before the Juzgado de lo Contencioso-Administrativo may not be filed until the appeal for reconsideration has been expressly resolved, or presumed to have been dismissed.

Similarly, all acts arising out of this Call and the actions taken by the Selection Committee may be challenged in the circumstances and in the manner provided for by the Act 39/2015, of October 1st, on the Common Administrative Procedure for the Public Administrations.

In Burgos, on

Signed: Maria Martinon Torres

Director of the CENIEH

CIF: S0900008D