

OFFER OF EMPLOYMENT FOR ONE SUPPORT TECHNICIAN FOR THE RATÓN PEREZ COLLECTION

REF: 08/2022 RATÓN

1. General guidelines

The selection process has been convened for one temporary position for the Ratón Pérez Collection.

The selection process will be carried out through the competitive merit system, respecting the constitutional principles of equality, merit, capacity and transparency, with the valuations and scores specified below, in the corresponding section.

2. Purpose of the contract, duration, and remuneration

The CENIEH invites applications for one post of temporary technician to carry out work related to the collection, management and inventorying of the Ratón Pérez Collection (henceforth, "RP Collection"), under the auspices of the Collaboration Agreement between the CENIEH and the Fundación "la Caixa", through CaixaBank.

Within the Technical Area, and attached to the Restoration and Conservation Laboratory, the person appointed will undertake the following tasks, among others:

- Management and conservation of the RP Collection in accordance with the protocol established.
- Updating the RP Collection database.
- Coordination of the "Ratón Pérez" Tooth Collection Campaign with all the collaborating institutions within and beyond Spain.
- Designing the promotional material for the Tooth Collection Campaign.
- Updating and management of the RP Collection website.
- Preparation of samples for subsequent scanning using the micro-computed tomography (micro-CT) technique.
- Other tasks linked to managing and developing the RP Collection.

The contract to be formalized shall be a fixed-term one due to production circumstances, and is necessary because of the expansion and growth prompted by the great success of the Tooth Collection Campaign and the resulting expansion of the RP Collection, which has led to a temporary mismatch to the human resources currently available.

The position shall be a part-time one, 25 hours per week on Monday to Friday mornings, and linked to the cited project, with gross annual salary of €14,600 for those hours, and estimated maximum duration of 6 months, for the work to be accomplished.

All the salary costs generated by this contract (the gross remuneration, the employer's Social Security contribution and the appropriate severance pay) shall be borne by the aforementioned Agreement. Therefore, the contract is dependent on the existence of appropriate and sufficient credit for the cited project.

This position falls within the Technical Area, Professional Group III, Level C.2, professional category of Technician B, in accordance with the professional classification and salary tables in force in the First Collective Agreement of the Consorcio CENIEH published in the Boletín de la Provincia de Burgos No. 8, on January 12th 2012.

3. Requirements of candidates

Minimum requirements that applicants must meet by the deadline for submission of applications:

Training: University degree. Possession of the qualification demanded by the specific requirements, or accreditation of payment of the fee for its issue. In the case of a qualification obtained abroad, the application must be accompanied by documentation accrediting its equivalence as a foreign higher education qualification to the qualification and the academic level of an official university degree in the specific branches of knowledge and fields.

Languages: Intermediate level of English, oral and written (B1).

IT: Use and handling of databases and knowledge of 3D modeling.

Specific knowledge of conservation and restoration.

Legal requirement: Applicants must not possess any previous temporary experience at the CENIEH, by virtue of article 15.5 of the Labor Act.

Immediate start.

Assessable requirements (not exclusionary) are detailed in point 6.

4. Applications

Those who would like to participate in this process should send the following documentation, indicating the reference 02/2023 RATON, via the CENIEH website, by email to the address: rrhh@cenieh.es, or else by regular mail to the address: Paseo Sierra de Atapuerca, no. 3, 09002 Burgos, Spain:

1. *Curriculum vitae* detailing training and experience. The courses and other merits claimed must be duly justified at the moment of application. Otherwise, they will not be taken into account.
2. Employment history issued by the Tesorería de la Seguridad Social, or equivalent certificate for foreigners.
3. DNI, NIE or passport.

4. Academic degree or certification to be considered in the selection process, showing the completion date.

For the purposes of the evaluation process, only the information included in the *curriculum vitae* by the deadline for applications will be taken into account. Subsequent update of information included in these documents will not be possible.

Failure to submit the aforementioned documentation will result in the exclusion of the candidate, although any defect in the required documentation will be communicated officially by the Consorcio to each candidate for correction, if possible, within the period for submission of applications.

Applications may be submitted at any time **up to January 6th 2023, at 2pm.**

5. Selection Committee

Management will appoint the members of the Selection Committee who will evaluate the applications received for the positions offered publicly in this call, and who will make 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.

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

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 you may lodge any complaint with the Agencia Española de Protección de Datos (www.agpd.es).

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.

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 Selection Committee is composed of the following members:

1. Chairman: José M^a Bermúdez de Castro
2. Member: Pilar Fernandez
3. Member: Chitina Moreno-Torres
4. Secretary: Carmen Gutiérrez Díez

All members of the Committee have been duly informed of the aforementioned evaluation criteria for assessing the candidacies submitted for the call.

6. Selection process

The Selection Committee will examine the applications received to determine whether they comply with all the requirements given in points 3 and 4 (documentation) of this call, formalizing for this purpose a Provisional List of Admitted and Excluded Candidates.

Candidates will be notified of a period of 5 days for the correction of documentation. Once this period has elapsed, the Definitive List of Admitted and Excluded Candidates will be published.

Only the applications that appear as Admitted on this Definitive List, which will be approved by all members of the Selection Committee, will be passed onto the next phase, the curricular evaluation.

The admitted candidates will begin the selection process according to the following phases and evaluation criteria:

A curricular evaluation will be conducted, up to a maximum of 10 points, according to the following criteria:

- Academic training related to the duties of the post: Conservation and Restoration, Humanities, Biology and History. (max. 1)
- Specialist training related to the field of anthropology and archaeology. (max. 1.5)
- Experience in sample preparation, and handling and processing 3D images (max. 1)
- Experience in collections management: cleaning and restoration of dental pieces, cataloguing and structuring collections. (max. 3.5)
- Experience in archaeological or paleontological excavations, as well as in the activities of a field laboratory. (max. 1).
- Experience in design and typesetting. (max. 1.5)
- Other merits furnishing knowledge or skills relevant to the duties of the post. (max. 0.5).

Applicants must obtain a minimum of **6 POINTS** in the curricular evaluation to pass to the next phase. If no candidate achieves the minimum required score, the position will remain vacant.

Candidates who have passed the previous phase will be called for a personal interview, aimed at assessing more accurately their level of the required skills. The interview will bear a maximum score of 10 points.

The score awarded in the curricular evaluation phase may be rectified if it is subsequently verified that the information provided in the CV is inaccurate.

Applicants must obtain a minimum of **7 POINTS** in the interview evaluation to pass this phase. If no candidate achieves the minimum required score, the position will remain vacant.

Once the relevant selection phases have been completed, the individual evaluations obtained in each phase will be added. The position will be obtained by the candidate who accumulates the highest score in the range between **13 and 20 POINTS**.

Each member of the Committee shall score each candidate individually, with the average of each applicant's score being calculated to yield their final score for each phase. The score can be rectified if the information provided in the CV is subsequently found to be inaccurate.

Within a maximum period of eight weeks from the application deadline, the Committee will record its hiring proposal for the aforementioned position in the Resolution Act, which will include both the proposed candidate and two alternates to fill the position offered, for subsequent approval by Management.

If, in the opinion of the Committee, no suitable profile has been found among the candidates, the post may remain vacant.

Any discrepancies which might arise out of the interpretation or application hereof shall be settled by the Selection Committee.

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, documentation about it shall be available to candidates from the Human Resources Department, which will also inform each applicant about the progress of the process as well as the results obtained. Similarly, any questions or queries about the process should be addressed to this department.

8. Resolution of the selection process

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

Human Resources will contact the selected candidate to obtain the necessary documentation to formalize the temporary employment contract under the terms set out earlier. A greater number of contracts may not be formalized than positions announced (1).

The selected candidate will have to pass the trial period of one month, during which the person responsible for the Project 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 OHS Service of the CENIEH and be declared "fit" to perform the duties of the position.

Should the proposed candidate decline the offer or the result of the evaluation of the trial period be unfavorable, the position may be awarded to the next candidate(s) in the list proposed in the Resolution Act. In the event of replacement of the holder, the period elapsed shall not be recoverable for the purposes of the duration of the contract, which will be formalized for the time remaining.

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 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 Authorities.

In Burgos,

Signed: María Martín
Director of the Consorcio CENIEH