



# CENIEH

Centro Nacional de Investigación  
sobre la Evolución Humana



Ref: 08/2021 UCC+i

## **OFFER OF TEMPORARY EMPLOYMENT FOR ONE TECHNICIAN FOR THE UCC+i AT THE CENIEH FUNDED BY A FECYT GRANT**

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### **1. General guidelines**

The CENIEH invites applications for one temporary position for a technician financed by the Project: "*Evociencia: annual CENIEH UCC+i action plan*", reference **FCT-20-15591**, funded by the program "Competitive call for award of grants by the Fundación Española para la Ciencia y la Tecnología (FECYT) to nurture scientific, technological and innovation culture 2020", under its Mode 4.1: Network of scientific culture and innovation units (UCC+i).

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 temporary technician position, for the exclusive and specific purpose of conducting and executing the activities referred to in the preceding paragraph (ref. FCT-20-15591). These tasks are detailed in the grant application and are related to the communication and dissemination of science within the Scientific Culture and Innovation Unit (UCC+i) of the CENIEH.

In general terms these activities will consist of:

- Conducting the events in the annual calendar (Ratón Perez Tooth Collection Campaign, European Researchers' Night, CENIEH Distinguished Annual Lecture, Science Week, Women and Science Week, etc.).
- Design of promotional materials for those events.
- Production of audiovisual material for outreach and communication of the research undertaken at the CENIEH.
- Coordination of streaming broadcasts.
- Other support tasks for the activities of the UCC+i.

The contract to be formalized shall be for a specific project or service, full-time, with estimated duration from August 17th 2021 until June 30th 2022, for the work to be accomplished. Therefore, an immediate start is required, by 17/08/2021.



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sobre la Evolución Humana



Ref: 08/2021 UCC+i

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 cited Project funded by the FECYT. Therefore, the contract is dependent on the existence of appropriate and sufficient credit for the cited project.

This position lies within the Management Area, reporting to the Communication Department, 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.

The remuneration is established at around €21,000 gross per annum which, together with the Social Security costs for which the CENIEH is responsible, equals the annual grant of €25,000 awarded by the FECYT for the activities in question.

### 3. Requirements of candidates

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

**Training:** University degree in Audiovisual Communication or similar. Possession of the qualification demanded by the specific requirements, or accreditation of payment of the fee for its issue.

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

**IT:** Advanced office software, specifically: Experience with diverse techniques and specific software for graphic design and multimedia production.

**Specific knowledge** of Photoshop, Illustrator, Premier, In Design, Blender and 3DVista.

**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 08/2021 UCC+i, via the CENIEH website, by email to the address [rrhh@cenieh.es](mailto:rrhh@cenieh.es), or else by regular mail to the address Paseo Sierra de Atapuerca, no. 3, 09002 Burgos, Spain:



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FUNDACIÓN ESPAÑOLA  
PARA LA CIENCIA  
Y LA TECNOLOGÍA

**Ref: 08/2021 UCC+i**

1. Curriculum vitae detailing education, 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. Description of professional career, giving details of experience relevant to the duties of the position, of maximum size one sheet on both sides (font Arial 11 or equivalent).
4. Academic qualification 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.

Non-submission of the aforementioned documentation will result in the exclusion of the candidate: however, any defect will be communicated officially by the Consorcio to each candidate for correction within the period of application.

Applications may be submitted at any time **up to July 24th 2021, at 2 pm.**

## **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 for 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 this 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



# CENIEH

Centro Nacional de Investigación  
sobre la Evolución Humana



Ref: 08/2021 UCC+i

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](http://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 the 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, or [protecciondedatos@cenieh.es](mailto:protecciondedatos@cenieh.es)

The Selection Committee is composed of the following members:

1. President: Chitina Moreno-Torres
2. Member: M. Isabel Sarró Moreno.
3. Member and 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 phases and evaluation criteria detailed as follows:

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: Audiovisual Communication. (maximum 1)



# CENIEH

Centro Nacional de Investigación  
sobre la Evolución Humana



Ref: 08/2021 UCC+i

- Experience in outreach activities similar to those of a Scientific Culture and Innovation Unit (UCC+i). (maximum 2)
- Experience in creating scientific outreach videos (maximum 3.5)
- Advanced level in software: Photoshop, Illustrator, Premier, In Design, Blender and 3DVista (maximum 3)
- Other merits furnishing knowledge or skills relevant to the duties of the post (maximum 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 have 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 together. 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.



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Ref: 08/2021 UCC+i

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 must be addressed to this department.

## 8. Resolution of the selection process

Once the final hiring proposal 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.

In the event that the proposed candidate declines the offer, resigns or the result of the evaluation of the trial period is unfavorable, the position may be awarded to the next candidate(s) in the list proposed in the Resolution Act. In the event of substitution, the period elapsed shall not be recoverable for the purposes of the duration of the contract, which shall be offered for the time remaining.

Similarly, the list of alternates in the Resolution Act may be used for hiring applicants for other projects in which the profile and requirements demanded are identical to those herein, always provided that there are urgent reasons and the envisaged duration of the project in question is less than that remaining for the present one. When the cited list is used to fill posts in research projects other than the present one, it shall be valid for 24 months counted from the publication of the Resolution Act.

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



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**Ref: 08/2021 UCC+i**

39/2015, of October 1st, on the Common Administrative Procedure for the Public Authorities.

In Burgos, on July 13th 2021

Signed: María Martín Torres  
Director of the CENIEH