

OFFER OF TEMPORARY EMPLOYMENT FOR ONE SUPPORT TECHNICIAN FUNDED BY THE R+D PROJECT TO COMPILE AND MANAGE A VIRTUAL ANTHROPOLOGY CATALOG

REF: 03/2021 ATA

1. General guidelines

The CENIEH invites applications for one post of temporary technician to be hired to complete a catalog of 3D images for the Virtual Anthropology collection, which will be funded by the Knowledge Generation R+D Project and R+D+i Projects: *"The Pleistocene and Holocene of the Sierra de Atapuerca. Hominin Settlement Patterns in Europe, Chronological, Spatial, and Environmental Frame, and Cognition and Technology"*, Project no. **PGC2018-093925-B-C31**, awarded by the Agencia Estatal de Investigación (2018 calls), whose Lead Researchers are Prof. José María Bermúdez de Castro Risueño and Dr. María Martín Torres.

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 purpose of the contract will be to organize and complete the 3D image bank in the CENIEH virtual anthropology collection. The 3D images will be obtained using the AMIRA program from the sequence of virtual cuts made using micro-CT for the teeth and other fossil skeletal parts from the Atapuerca project collections, as well as from current samples.

Within the Technical Area, and reporting to the Lead Researchers of the Research Project financing the contract, the principal tasks of the person appointed shall be:

- **Preparation of samples** for subsequent scanning using the micro-computed tomography (micro-CT) technique.
- **Processing the digital images** generated by scanning the samples. Composition of thin sections from these images.
- **Segmentation** and creation of 3D images using the program AMIRA to reconstruct the sections obtained using micro-CT.
- **Catalog.** Catalog and organize the archives of the Dental Anthropology Group, completing the 3D images of the collection of teeth and other fossil skeletal parts from the sites in the Sierra de Atapuerca already available for segmentation
- **Image descriptions.** The person hired must be capable of collaborating on the descriptive elements of the images processed, and therefore knowledge of dental anatomy is necessary.

The contract to be formalized shall be for a specific project or service, full-time, and linked to the cited project, with a gross annual salary of €25,979, and the estimated duration is until December 31st 2021, for the work to be accomplished.

An immediate start is required, by 5/04/2021.

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

This position falls within the Technical Functional Area, Professional Group II, Level B.2, professional category of specialist technician, 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 for admission to the selection process:

- **Training:** University degree plus master's, preferably in Humanities, Sciences or Engineering. Possession of the qualification demanded by the specific requirements, or accreditation of payment of the fee for its issue. Applicants with qualifications obtained abroad must prove that they are in possession, by the specified date, of the appropriate official Spanish ratification or credential, where applicable, of recognition and equivalence to an official bachelor's degree in the specified branches of knowledge and fields. This requirement 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.
- **Professional experience of at least 2 years**, which will be assessed as described in the following section.
- Applicants must not possess any previous temporary experience at the CENIEH, by virtue of article 15.5 of the Labor Act.

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 **03/2021 ATA**, 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 the specific training and experience to be assessed in the process. The courses and other merits claimed must be duly justified at the moment of application. Otherwise, they will not be taken into account.

2. Description of professional career, giving details of technical experience relevant to the duties of the position, of maximum size one sheet on both sides (font Arial 11 or equivalent).
3. Documentation accrediting the merits to be assessed pursuant to the evaluation criteria set out herein.
4. Employment history issued by the Tesorería de la Seguridad Social, or equivalent certificate for foreigners.
5. DNI, NIE or passport.
6. Academic degree or certification to be considered in the selection process, showing the completion date.

Failure to submit the aforementioned documentation will result in the exclusion of the candidate, although 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 in the curriculum vitae by the deadline for submitting applications 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 for applications and must be appropriately documented for them to be assessed.

Applications may be submitted at any time **up to 9 pm on February 22nd 2021, inclusive.**

5. Selection Committee:

Management will appoint the members of the Selection Committee who will evaluate the applications received for the position offered in this public call and who will make a proposal for the award of the aforementioned position.

The composition of the members 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 appear in Annex I.

The Selection Committee is composed of the following members:

1. President: Prof. José M^a Bermúdez de Castro
2. Member: Dr. María Martín Torres
3. Member: Dr. Elena Santos Ureta
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.

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 Authorities are applicable. Likewise, applicants may challenge the members of the Committee if the aforementioned circumstances apply.

The Selection Committee, pursuant to article 14 of the Constitution of Spain, will ensure strict compliance with the principal of equal opportunities for both sexes.

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 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 the present 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

6. Selection process:

The Selection Committee will examine the applications received to determine whether they comply with the requirements given in point number 3 and the documentation in point number 4 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, counted from the day following publication of this list, although under no circumstances may this procedure be used to add to, complete or modify the documentation submitted initially.

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

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 of bachelor's degree plus master's related to the duties of the post: Humanities, Sciences and Engineering (max 1)

- Specialized training related to dental anthropology and human evolution and/or the duties of the post (max 2)
- Experience of advanced office IT. Experience in different techniques and specific software for 3D reconstruction. In particular, experience with the program AMIRA, used on the Atapuerca project computers, shall be an advantage. Use and handling of databases will also be an advantage (max 4).
- Experience in collections management: cleaning and restoration of dental pieces, collection cataloging and structuring (max 2)
- Experience in archaeological or paleontological excavations, as well as in the activities of a field laboratory. (max 0.5)
- 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 have a maximum score of 10 points.

The score awarded in the curricular evaluation phase may be rectified if a lack of veracity of the information provided in the CV is subsequently verified.

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 a lack of veracity of the information provided in the CV is subsequently verified.

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 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).

A fixed-term employment contract will be formalized with the selected candidate for the specific research project (article 15.1.a of the Legislative Royal Decree 2/2015, and articles 20.2, 26.7, 30 and Additional Provision 23 of the Act 14/2011) and he/she will have to pass a one-month trial period during which the project Lead Researchers will evaluate their proper performance in the position, and issue the appropriate certification at the end of that period.

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

In the event that the proposed candidate does not submit the appropriate documentation by the deadline set, does not meet the requirements demanded or declines the offer, the result of the evaluation of the trial period is unfavorable, or he/she leaves the post during its term, the position may be awarded to the next candidate(s) in the list set out 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.

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, on February 4th 2021

Signed: María Martínón
Director of the CENIEH