RESOLUTION OF 17 JANUARY 2025 OF THE DIRECTOR OF THE CONSORCIO CENTRO NACIONAL DE INVESTIGACIÓN SOBRE EVOLUCIÓN HUMANA (CENIEH) CALLING FOR A SELECTION PROCESS FOR THE TEMPORARY HIRING OF A PROJECT SUPPORT TECHNICIAN.

Ref: 01/2025 PROJECT SUPPORT TECHNICIAN

The Centro Nacional de Investigación sobre la Evolución Humana (hereinafter CENIEH) is a public consortium attached to the Spanish National State Administration, in which the Ministerio de Ciencia, Innovación y Universidades and the Junta de Castilla y León participate, through the Consejería de Educación.

The CENIEH is recognized as an agent of the Spanish Science, Technology and Innovation System and is part of the National Map of Unique Scientific and Technical Infrastructures (ICTs), open to use by the scientific and technological community. It conducts research in the field of human evolution during the Late Neogene and Quaternary periods, promotes awareness and knowledge transfer to society, and fosters and supports the execution and collaboration in excavations of sites from these periods, both in Spain and abroad. Additionally, the CENIEH is responsible for the conservation, restoration, management, and recording of paleontological and archaeological collections from the Atapuerca excavations and other similar sites, both national and international, that establish agreements with the Center.

In accordance with the provisions of the Consortium's Statutes, Article Fifteen, Section (e), the Director holds the authority to select and hire the Center's personnel, following the guidelines of the Governing Council and the Executive Committee, and subject to the necessary authorizations established by the Ministry of Finance. Under this authority, the following terms of the aforementioned call for applications are published.

In this case, given that the employment contract to be formalized will be a Scientific-Technical Activities contract, regulated under Article 23 bis of Act 17/2022, of September 5, amending Act 14/2011, of 1 June, on Science, Technology, and Innovation, which is fully funded by the indirect costs of European projects granted by the European Research Council (ADG) within the European Union's Horizon Europe Research and Innovation Program, currently being carried out at the CENIEH (Grant Agreement Nos. 101054659 / 949330), as stated in said article, prior authorization is not required.

CALL BASIS

1. General guidelines

This process will be carried out through the **competitive examination system**, with respect to the constitutional principles of equality, merit, capacity, concurrence and transparency, with the phases, evaluations and scores specified in the corresponding section.

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 22 March, 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.

In July 2024, the CENIEH was awarded the **"HR Excellence in Research Award"** by the European Commission, which acknowledges its commitment to the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers" and offers firm support for its ongoing endeavors to improve its internal policies and procedures.

This award for HR excellence represents an opportunity to implement an integrated and coherent human resources strategy (HRS4R) that enhances the Center's international visibility by furnishing a working environment that nurtures research, technical and management work, offering equal opportunities, integrity, and work-life balance. Moreover, this endorsement binds the CENIEH, through its Action Plan, to improve its capabilities and operation in line with a broad range of principles, which include hiring and gender equality.

One of the key points in this HR strategy (HRS4R) consists **of aligning all the selection and hiring procedures with the principles of an OTM-R** (open, transparent and merit-based recruitment) policy, ensuring the principles of non-discrimination and the best possible fit between academic training (specific studies) and the activities to be performed.

This call for applications will be published on the general access point, https://administracion.gob.es/pag_Home/empleoPublico/Sector_Publico_Institucional.html on the CENIEH website, Calls | CENIEH, where the results of the different phases of the selection process will be published, and using such other channels as are deemed appropriate.

2. Purpose of the contract, duration and remuneration

Under the direct supervision of the Project Management Technician or, failing that, the Economic Manager, the person holding the position of Project Support Technician will perform the following **tasks**:

- Support the identification and communication of funding opportunities for national and international projects.
- Collaborate in the dissemination of relevant calls for applications in communication with the research and technical staff.
- Participate in the organization of networking activities and institutional relations.
- Support the administrative management of project proposals, including:
    - Reviewing and preparing legal and contractual documentation.
    - Collaborating in writing the non-scientific section of proposals.
    - Supporting the preparation and control of the project budget.
    - Uploading information on digital platforms.
- Carry out maintenance and updating of documentation related to the projects, ensuring their correct management and archiving.
- Collaborate in the preparation of technical and financial reports, as well as in the coordination of external audits when required.

The fundamental **competencies** of the position include:

- **Organization and planning:** capacity to collaborate on planning tasks and resources related to projects.
- **Teamwork:** active participation in workgroups, sharing resources and responsibilities efficiently.
- **Proactivity and adaptation:** initiative to identify improvements and adapt to changes in processes.
- **Effective communication:** ability to convey information clearly and concisely, both orally and in writing, and to actively listen.
- **Technical and linguistic knowledge:** use of digital management tools and competence in English at level B2 according to the Common European Framework of Reference for Languages.

This position falls within the Management Functional Area, Professional Group III, level C.1. professional category of technician A, in accordance with the professional classification and salary tables in force of the First Collective Agreement of the Consorcio CENIEH published in the Boletín de la Provincia de Burgos No. 8, on 12 January 2012. According to the 2024 tables, the gross annual remuneration for full-time terms will be approximately 26,800 euros.

The employment contract to be formalized shall be a Scientific-Technical activity contract, regulated in article 23 bis of Act 17/2022, of 5 September, which amends Act 14/2011, of 1 June, on Science, Technology and Innovation.

All the salary costs generated by this contract (gross salary, employer's Social Security contribution, raises, salary incentives and compensation, if applicable) are financed by the indirect costs of European projects granted by the European Research Council (ADG) within the European Union's Horizon Europe Research and Innovation Program, which are currently being developed at the CENIEH (Grant Agreement No. 101054659 / 949330).

Immediate incorporation is required, estimated for the month of March 2025, and the duration is subject to the existence and availability of the indirect costs mentioned above, which in principle is estimated until December 2027.

3. Requirements of candidates

Minimum requirements that applicants must meet by the deadline to be admitted to the selection process:

- **Education:** MECES Level 2 qualification, between 180 to 240 ECTS, Bachelor's degree in Business Administration and Management (ADE), Finance, Economics and Business Studies. Alternatively, degrees in Science, Engineering or other fields are admitted, provided the minimum required experience is met. Be in possession of the required degree or a receipt proving payment for its issuance.
- **Minimum professional experience of 6 months performing the duties of the position.**

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

4. Applications

Those who are interested and fulfill the minimum requirements established in **point 3** should file an online application on the CENIEH website, https://www.cenieh.es/sobre-el-cenieh/empleo, attaching the following documentation:

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. A descriptive memorandum of their experience and professional background, detailing the different software used. The maximum length of this memorandum shall be two sides of one sheet (font size Arial 11 or equivalent).
3. Academic degree or certification to be considered in the selection process, showing the completion date.
4. Employment history issued by the Tesorería de la Seguridad Social, or equivalent certificate for foreigners.
5. D.N.I., N.I.E. o passport.

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.

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.

Applications may be submitted at any time up to 2:00 p.m. **on 3 February 2025**.

For the purposes of the evaluation process, only the information included in the CV, the memorandum of professional experience, and references will be taken into account, provided they are consistent with the employment history. All of this must be provided by the application deadline, as it will not be possible to update the information contained in these documents after that date. 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.

5. Selection Committee

Management has appointed the members of the Selection Committee who will evaluate the applications received for the position offered publicly herein and will make a proposal for the award of the aforementioned position.

The composition of the membership 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 Selection Committee shall ensure strict compliance with the conditions of the call, and in particular, with the principles set out in section 1 hereof.

The Selection Committee is composed of the following members:

1. President: Carlos Fernando de Quevedo Puente.
2. Member: José Ignacio Sevilla Andrés.
3. Member: Ms. María Isabel Sarró Moreno.
4. Member/Secretary: Ms. Carmen Gutiérrez Díez.

Alternate members of the Selection Committee:

1. Alternate: Ms. Rocío Echevarrieta Rodríguez.
2. Alternate: Ms. María Teresa Nohemi Sala Burgos.

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

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

The members of the Selection Committee shall refrain from intervening when the grounds for abstention provided in Act 39/2015, of 1 October, on the Common Administrative Procedure of the Public Administrations, are applicable. Likewise, applicants may raise objections to 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 principle 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.

According to article 5 of Organic Law 3/2018, of 5 December, on the Protection of Personal Data and the guarantee of digital rights, and in particular in art. 5.1.f) of the General Data Protection Regulation 2016/679/EU ("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.

6. Selection process

The selection process shall consist of three phases and shall be conducted using the system of competitive examinations.

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.

During the admission phase, the Selection Committee shall examine the applications received to determine whether they comply with the requirements in point 3 and the documentation required in point 4 herein, formalizing for this purpose a *Provisional List of admitted and excluded candidates*.

A period of 5 working days shall be allowed 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.

A curricular evaluation will be conducted, up to a maximum of **8 points**, according to the following criteria:

1. Academic training most akin to the duties of the post (max. 2 points).

Form of accreditation: A photocopy of the academic degree or an academic certificate confirming completion of all required studies for its issuance.

2. Specific training: Attendance at courses, seminars, and conferences relevant to the duties will be valued (max. 1 point).

   Form of accreditation: Photocopies of the qualifications, diplomas or certificates of the course, seminars and conferences, specifying the duration, and it is highly recommended to include the syllabus and/or a description of the content.

3. Professional experience: The length and scope of experience (local, national, international, public, private sector, etc...) and the number of projects managed (max. 5 points).

   Form of accreditation: Employment history, letters of reference, certification of services, etc., and a **memorandum of professional experience** with a maximum length of two sides of one sheet (font Arial 11 or equivalent). This will be checked against the **employment history** issued by the Tesorería de la Seguridad Social or the equivalent justification if the candidate has worked in another country, and the letter of reference.

Applicants must obtain a minimum of **5 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 to take part in the **interview** phase, where a series of questions will be put to them aimed at evaluating their suitability in terms of the level of work and language skills required and to learn more about their certified technical skills. This will take place in person or by videoconference, the maximum duration will be 45 minutes and will be conducted in Castilian and English. 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 **6 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 two candidates who accumulate the highest score in the range between **11 and 18 POINTS.**

The final score for each candidate in each phase shall be the mean of those awarded to that person by each Committee member. The score can be rectified if it is subsequently verified that the information provided in the CV is inaccurate.

Within a maximum period of eight weeks from the application deadline, the Committee will record its hiring proposal in the Resolution Act, which will be signed by all members of the Committee. The report will include the ranking of the candidates based on their scores, detailing the total and partial scores in each of the various sections for both the primary candidate and the two alternates for the position offered, for subsequent approval by the Director.

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.

7. Resolution of the selection process

Based on the proposal made by the Selection Committee and within the specified timeframe, the Director of the CENIEH shall issue the final hiring decision, designating the candidate with the highest cumulative score across all phases as the appointee for the position, along with the ranking of the remaining candidates.

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

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

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.

The selected candidate with a university degree obtained abroad, unless they present ECTS credits, must also provide a certified copy of the recognition of those studies or a copy of the credential certifying, where applicable, the equivalency of those studies. If this is not held at the moment of formalization, the applicant will be required to obtain this within the first year.

An employment contract will be formalized with the selected person in the terms set forth in point 2 and they will have to pass a trial period of 3 months during which their immediate superior will evaluate their performance of the job.

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 of the position. In the event that the proposed candidate does not submit the appropriate documentation by the deadline, does not meet the requirements, declines the offer, the result of the trial period evaluation is unfavorable, or he/she leaves the post during the first year, 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.

Similarly, the list of alternates in the Resolution Act may be used for hiring applicants for other research 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.

8. Data protection

To ensure confidentiality in the publication of the results of the selection process, 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.

Under Organic Law 3/2018, of 5 December, and Regulation (EU) 2016/679, of 27 April, 2016, we inform you that the processing of the personal data you provide us through the application and attached documents is legitimized based on compliance with the legal obligations to which the Consorcio CENIEH is subject and will be added to a file called "Curriculum Vitae", for which the Consorcio CENIEH (protecciondatos@cenieh.es) is responsible, in order to manage personnel selection processes and the provision of jobs through public calls. The documentation provided by the selected candidate will be included in the file named "Human Resources," for the purpose of managing the subsequent execution of the contract. The data provided shall be retained for the period necessary to comply with the legal obligations.

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

Candidates may exercise the rights set forth in the aforementioned Regulations and may lodge a complaint with the Agencia Española de Protección de Datos (www.agpd.es).

It is detailed in the additional information that you can access through these links:

https://www.cenieh.es/politica-de-proteccion-de-datos

9. Recourse against the present announcement

An appeal may be filed against this decision before the Social Courts of Burgos within two months from the day following its publication on the CENIEH website. Optionally, an appeal for reconsideration may be filed before the Director of the CENIEH within one month from the day following its publication. In such cases, the previously mentioned appeal to the courts cannot be filed until the reconsideration appeal is expressly resolved or has been tacitly dismissed, in accordance with the provisions of Act 39/2015, of 1 October, on the Common Administrative Procedure of Public Administrations.

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

In Burgos,

Firmado por 34995646L MARIA MARTINON (R: S0900008D) el día 20/01/2025 con un certificado emitido por AC Representación

Signed: Dr. María Martinón

Director of C. CENIEH