

## TEMPORARY STAFF

### GENERAL CONDITIONS OF THE SELECTION PROCESS FOR TEMPORARY UNIVERSITY-CONTRACTED ADMINISTRATIVE AND SERVICES STAFF

#### 1. Objective and general provisions

- 1.1 These conditions govern the process for selecting temporary university-contracted administrative and services staff at the URV in cases where such staff are needed for substitutions, excessive workloads, emergencies or services which by their very nature are temporary.
- 1.2 Type of contract: the one specified in the specific conditions
- 1.3 Salary, in accordance with the professional group, the working hours to be carried out and the current collective agreement of the Catalan public universities.

Gross annual salary (full time) 2015:

Group I: €30,137.00

Group II: €26,296.44

Group III: €23,069.79

- 1.4 These amounts will be subject to any budgetary measures affecting public employee salaries that may be adopted by the competent bodies.

#### 2. Applicant requirements

- 2.1 To be admitted to the selection process, applicants must fulfil the following requirements:

- a) Be over the age of sixteen and below the retirement age.
- b) Possess at least one of the qualifications specified for each professional group, or be in the process of obtaining one by the time the deadline for presenting applications expires. For foreign qualifications, applicants must present the document that demonstrates that the qualification has been homologated. The specific conditions state which professional group the selection process is being conducted for.

Group I: university bachelor's degree or official master's degree

Group II: university diploma or university bachelor's degree

Group III: highest level of vocational training, upper secondary education or equivalent

- c) Not have left the service of any of the public administrations for disciplinary reasons, or be forbidden from carrying out public functions.
- d) Be capable of carrying out the duties of the position that is to be filled.

- 2.2 The specific conditions for each selection process may stipulate other requirements regarding the positions that are available.
- 2.3 Applicants must fulfil these requirements by the expiry date of the period for presenting applications and must continue to fulfil them during the selection process. Notwithstanding this, if, during the selection process, the selection committee believes there is sufficient reason, it may request any of the applicants to prove that they fulfil all or some of the requirements for participation in the selection process.

#### 3. Fees for participating in the selection process

- 3.1 The resolution passed by the Financial Committee of the URV's Social Council on 3 November 2011 establishes that individuals who wish to take part in an application process must pay the fee corresponding to the group to which the position pertains and which is indicated in the specific conditions of the application process.  
In accordance with Law 15/1997 and Order GRI/57/2014, of 5 March, which publish the current fees for 2014 corresponding to the procedures managed by the Department of Governance and Institutional Relations, fees for participating in the selection process must be paid into the current account 2013-3074-69-0210237718 of Catalunya Caixa (IBAN: ES2720133074690210237718), or they may be paid by means of a postal or bank order made out to the Universitat Rovira i Virgili. If this payment is made by means of a postal or bank order, the sender's name must be that of the applicant, and the place, date and number of the order must also be included. In all cases applicants must include the original proof of payment of the fee with their applications. Under no circumstances does payment of the fee mean that applicants do not have to present their applications to the University within the period and in the manner specified by these conditions. Payment of the fee must be demonstrated when registering for the selection process. The payment must be made before the period for presenting applications expires.

Fees:

Group I: €63.35

Group II: €49.90

Group III: €36.35

- 3.2 Exemptions

Applicants are exempt from paying the fee if they are unemployed and receive no financial assistance, are retired, or can demonstrate that they have a disability equal to or greater than 33%.

If unemployed, applicants must demonstrate this by including in their applications a certificate from the Oficina de Treball (Employment Office) or the Servicio Público de Empleo Estatal (Public State Employment Service) that confirms that they are seeking employment and receive no form of financial assistance; this certificate must have been issued during the period for presenting applications. Applicants must also include a sworn statement in which they state that they are unemployed and that they receive no income from paid employment.

- 3.3 Applicants who are eligible for any discount in the registration fee as established by order GRI/2014/2012 must accredit this.

- 3.4 Applicants who do not make the payment, who only pay part of the fee or who do not provide proof that they are exempt from payment or eligible for a discount will be excluded from the selection process.
- 3.5 Applicants who have been permanently excluded from the selection process may request the return of their registration fee provided that they have not been excluded as a result of any infringement committed by them.

#### 4. Applications

- 4.1 Individuals who wish to participate in the selection process and who meet the requirements to do so must present their applications using the corresponding application form template and the document which is attached as an annex and which is obtained from the online office of the University.
- 4.2 Applications must be presented at the General Registry of the URV (C/ de l'Escorxador s/n, codi postal 43003 de Tarragona) or at any of the auxiliary registries of the URV. The location and opening hours of the General Registry and auxiliary registries of the URV can be found at <https://seuelectronica.urv.cat/registre.html>.

The documentation can also be presented in accordance with article 38 of Law 30/1992, of 26 November, regarding the regulations governing the public administrations and common administrative procedure.

If applications are sent by certified post, they must be presented at the corresponding office of the Spanish Postal Service in accordance with article 31 of Royal Decree 1829/1999, of 3 December, in an open envelope so that the application, letter or communication addressed to the URV can be dated and stamped before it is certified. If the application is not dated and stamped by the post office, the date on which it arrives at the General Registry of the University will be regarded as the date of presentation.

Applicants who send their documentation by certified post must communicate this to the Human Resources Service by sending an email to [convocatoriaspas@urv.cat](mailto:convocatoriaspas@urv.cat) or a fax to 977 297 032 within the application period. The address is: Servei de Recursos Humans, c/ de Marcel·lí Domingo, 2-4-6, 43007 Tarragona.

- 4.3 The period for presenting applications is 20 calendar days starting from the day after the selection process is published on the online office of the Universitat Rovira i Virgili.

#### 5. Documentation

- 5.1 Applicants must present the stipulated application form and documentation in order to be admitted to the selection process. The documentation includes:
  - a) A photocopy of identity card/passport
  - b) Photocopy of the qualification stipulated in the selection process conditions.
  - c) Original document that demonstrates payment of the fees stipulated in condition 3.
  - d) Curriculum vitae of applicant (optional)
  - e) Letter of motivation (optional).
  - f) Letters of support for the applicant (optional)
- 5.2 Applicants agree to the handing of their personal data during the entire selection process, in accordance with the current legislation.
- 5.3 Merits which applicants wish to be taken into account must be listed in the annex to the application form (official template) and must be accompanied by the necessary accrediting documentation in the same order as the merits appear in the annex. Merits that are not accompanied by the necessary accrediting documentation will not be evaluated. The selection committee will only score those merits that are expressly listed on the application form (on the official template). Applicants may not, therefore, refer the selection committee to their curriculum vitae or any other document annexed to the application form.

Under no circumstances will any qualification or merit that has not been accredited in the manner stipulated in these conditions be taken into account.

Employment experience must be accredited by means of an employment history issued by the General Social Security Treasury and a certificate issued by the company where the applicant has worked. The employment history may be substituted by an official certificate of services rendered issued by a public sector employer for those periods when an applicant has worked for the public sector.

If the application form is accompanied by documentation in a language other than Catalan or Spanish, the applicant must also provide a sworn translation of this documentation in either Catalan or Spanish.

#### 6. Selection process

- a) Presentation of an Action Plan.  
Applicants must present an Action Plan in English on the project for which they will be contracted, in accordance with the template specified in the annex.  
The project is "Europa Redes y Gestores 2014 – International CooperActive Research and innovation alliances Office (ICARO)".  
The Action Plan must contain the applicant's objectives and proposed actions.

The selection committee will give particular priority to the content in terms of the specificity of the objectives, the quality of the indicators and the feasibility of the Action Plan.

The Action Plan will be awarded a mark out of 7 and the applicant must obtain a mark of at least 3.5 in order to be able to progress to the oral defence of the plan before the selection committee.

Applicants must present the original and 4 copies of the Action Plan to the Human Resources Service. The project must comply with the following requirements in the annex to these conditions.

The period for presenting the Action Plan will be 15 days and will start from the day after the definitive list of admitted and excluded candidates is published.

- b) Defence of the Action Plan. Applicants may use multimedia (audiovisual, etc.) during the defence of their Action Plans.

Applicants will defend their Action Plans on the same day and/or at the same time as their interviews. Applicants will have access to multimedia support including a computer with standard software and a video projector.

The defence will be marked out of 4 points and applicants must obtain a score of at least 2 points.

- c) Evaluation of the curriculum vitae. During the evaluation of the curriculum vitae, particular importance will be given to the merits described in the specific conditions and to any training and experience related to the position for which the applicant is applying. Merits will be evaluated in accordance with the Collective Agreement of the Catalan Public Universities and the Unified Regulations of the Administrative and Service Staff of the URV.
- d) Interview.

During the selection process, applicants may be required to provide documentary accreditation of their spoken and written command of Catalan and Spanish. They may also be required to take test regarding their skills and abilities.

## **7. Resolution of the selection process**

- 7.1 When the selection process has been completed, the selection committee will publish on the online office the scores obtained by each of the applicants for each of the phases, and will propose the applicant with the highest score for selection.
- 7.2 The successful applicant, without prior notification, must provide the Human Resources Service of the URV with the original versions of the copied documents submitted with the application form within 5 calendar days starting from the date on which the applicant scores are published. The applicant must also present the documentation accrediting the merits which they cited during the selection process. The Human Resources Service will issue a notification once it has verified that the copies and the original documents coincide.
- 7.3 The applicant will not be contracted and all administrative procedures will be annulled if the applicant does not present the documentation referred to in point 7.2 within the deadline (except in cases of force majeure, which will be checked by the URV), or if the applicant does not comply with the requirements stipulated in the general and specific conditions. Furthermore, the applicant may be prosecuted if he/she has falsified any of the documentation.

## **8. Selection committee**

- 8.1 The members of the selection committee will be listed in the specific annexes of each selection process, but in all cases the committee will include: the general manager (or delegated person); the individual responsible for the unit, project or grant to which the contracted person will be affiliated (or delegated person), and the president of the workers' committee (or delegated person).
- 8.2 The committee may consult specialist advisors during some or all of the phases. These advisors will have a voice but no vote.
- 8.3 For the purposes of communication, the address of the selection committee is Servei de Recursos Humans de la Universitat Rovira i Virgili, Edifici N5, c/ de Marcel·lí Domingo, 2-4-6, 43007 Tarragona.

## **9. Final regulation**

- 9.1 The Universitat Rovira and Virgili will publish on its online office any resolutions or administrative acts that may affect the rights and interests of the applicants, in accordance with article 58.4 of Law 26/2010, of 3 August, regarding the legal regime and procedure of the public administrations of Catalonia.
- 9.2 Interested parties may file an administrative appeal against this selection process and its conditions to the Administrative Court in Tarragona, within two months starting from the day after the publication of the selection process.

Likewise, interested parties may appeal to the rector of the URV against the actions of the committee within one month of the notification or publication of this decision. This appeal will be understood to have been rejected if the university administration publishes no resolution regarding the appeal within three months after it has been lodged. The opportunity to lodge an administrative appeal at the Administrative Court of Tarragona will expire two months from the day after the appeal lodged with the Rector has been rejected.

Interested parties may also file any other appeal that they deem necessary to defend their interests.

- 9.3 The selection committee has the power to resolve any doubts or discrepancies that may arise during the selection process.

**SPECIFIC CONDITIONS**
**Convened by the Rector's Resolution of 2 February 2015**
**Application period:** 2n March of 2015, inclusive.

**Registration fees:** Fees specified in point 3 of the general conditions.

**Job description:** Research support

**professional group/category:** Group II

**Number of places:** 1

**Unit:** Research Management Service / Office of the General Manager

**Project**
**Project name:** "Europa Redes y Gestores 2014 – International CooperActive Research and innovation alliances Office(ICARO)

**Project code:** EUC2014 – A – 51591

**Budget code:** • Account:                      • Programme:                      • Expenditure:                      • Credit reserve: in process

**Contract description**
**Type of contract:** Fixed-term works or service contract

**Working hours:** Full time

**Estimated duration:** 12 months

**Tasks**
**The position involves the following tasks:**

- Working with the research groups and entities in the ICARO to assist them in the presentation of coordinated R+D+I projects to funding competitions held by the European Union and other international institutions with the aim of obtaining funding for at least one of them.
- Liaising with the funding institutions and funding support services of the ICARO entities to increase the chances of success.
- Interacting with researchers and entities in order to provide the highest level of support and thus guarantee the chances of success.
- Specifically, preparing all the documentation needed so that R+D+I projects are presented to funding competitions in the best possible manner (this involves administrative and technical competencies).

**Knowledge**

- Proven knowledge of H2020, FP7 and other R+D+I funding programmes.
- Fluent written and spoken command of scientific English (Level C2, Proficiency or equivalent).
- Experience of preparing budgets for R+D+I projects.
- Experience of carrying out the tasks described in these conditions.

**Merits**

- Any qualification higher than the minimum requirement
- Official master's degree related to research project management
- Experience of preparing budgets for R+D+I projects.
- Work experience related to the knowledge and requirements specified in these conditions.

**Selection committee**

Chairperson:	Mr Ignasi Salvadó Estivill
Deputy chairperson:	Ms Josepa Gallofré Pujol
Committee member:	Mr Carles Garcia Mellado
Substitute:	Ms Rosa Molar Caselles
Committee member:	Chairperson of the Workers' Committee (or delegated person)
Substitute:	To be confirmed

## Action Plan

Applicants must submit an action plan in English describing the project that is being put out to tender. They should use the model stipulated in this section.

The project is "*Europa Redes y Gestores 2014 – International Cooperative Research and Innovation Alliances Office (ICARO)*". The Action Plan must contain the applicant's objectives and proposed actions.

The aim of ICARO (*International Cooperative Research and Innovation Alliances Office*) is to strengthen, promote and extend existing structures for the management and international promotion of the RDI projects carried out by the various agents of the Campus of International Excellence Southern Catalonia (CEICS), led by the Universitat Rovira i Virgili.

ICARO aims to:

- Increase the number of proposals per year with respect to the average in the 7th RDI Framework Programme.
- Increase the percentage of proposals led per year with respect to the average in the 7th RDI Framework Programme.
- Increase the percentage of new organisations joining, particularly CEICS institutions and Spanish SMEs.
- Increase the percentage of annual funding for Horizon 2020 with respect to the average in the 7th RDI Framework Programme.

As well as the URV, the following agents will act as associate members of ICARO: Technology Centre for Nutrition and Health (CTNS), Chemistry Technology Centre (CTQ), URV Foundation (FURV), Catalan Institute of Classical Archaeology (ICAC), Pere Virgili Institute for Health Research (IISPV) and Catalan Institute of Human Paleocology and Social Evolution (IPHES).

## Work Plan Template

### Format

4 pages maximum  
Arial 11, Margins: 2.5cm  
English

### Contents

1. Objectives
2. Performance indicators
3. Topics / Calls / Programs the candidate wants to focus on
4. Research groups / Researchers / Organizations the candidate wants to work for
5. Tasks – Gantt Chart
6. Other information