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## Annex I

### **Call for the provision/hiring of one Research Assistant to join the Multiple Sclerosis Unit for the Fundació Instituto de Investigación Sanitaria Illes Balears.**

The Institute is entrusted, among other functions, to manage the means and resources for the execution of clinical, basic and applied research programs, technological development, and innovation in the field of healthcare.

To be able to carry out these functions, the Institute needs to temporary incorporate one Research Assistant to join the Multiple Sclerosis Unit.

For the reasons abovementioned, and in the exercise of the powers attributed to me by Article 28.1 and the current founding statutes, as the Managing Director of the Institute,



## I summon

The process for hiring one Research Assistant for the Multiple Sclerosis Unit, with the following requirements, characteristics, and selection criteria:

### I. Requirements

To be able to apply for this position all candidates must:

- Have obtained a Bachelor's degree in Medicine and a specialization in Neurology.
- Have a Catalan B2 Level certificate.
- Have the Spanish nationality or any other nationality that allows access to the public sector. (See Article 57 of the Spanish EBEP.)
- Possess the functional capacity for the performance of the required tasks.
- Have reached the age of 16 and not exceed the age of compulsory retirement.
- Not have been dismissed or suspended by means of a disciplinary proceeding from any entity of the public sector or from any constitutional or statutory body. Likewise, the candidate must not be under perpetual or special disqualification for public service. The same restrictions apply to those nationals from other states and their status regarding public service in their respective countries.
- Complete and submit the self-assessment form (Annex III).

Those who do not comply with all the above requirements will not be assessed.

### II. Role and functions

- To assist in research projects and clinical trials from the MS Unit of the Hospital Son Espases.
- To update the database of patients with MS.
- To participate in the production of the registry of patient with MS.
- To perform effectiveness analyses of different disease modifying treatments for MS.

### III. Application submission

The applications are to be submitted physically to the Institute's offices or electronically. They can also be submitted to the locations stated in Article 16.4 of Law 39/2015, of October 1, of Common Administrative Procedure of Public Administrations.

If the application is submitted to a location different to the Institute's offices, the applicant must send, within a period of 24 hours, an email to [idisba.rrhh@ssib.es](mailto:idisba.rrhh@ssib.es) attaching the time-stamped form.



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Similarly, if submitted via registered mail, the applicant must send the time-stamped and signed form to demonstrate it meets the submission deadline.

**Submission deadline: 10 working days from the day after the publication date of this call.**

All candidates must present, along with this form, all supporting evidence to confirm their education, experience, etc. regarding both the requirements and the additional qualifications. These will not be taken into account towards the final points if the candidate fails to correctly present the supporting evidence in the stipulated time.

#### **IV. Admission of candidates**

Once the window of time for the submission of this form and supporting evidence to take part in the selection process is ended, a resolution will be published. This will announce the provisional list of admitted and excluded candidates (along with the reasons of exclusion).

Excluded and omitted candidates will be given 3 days (starting the day after the provisional resolution is made public) for them to amend any defects and to provide the necessary documents. If no amends are made, their candidacy will be withdrawn.

Once this period ends, a definitive resolution will be published, announcing the definitive list of admitted and excluded candidates.

#### **V. Reserved posts for people with disabilities**

About a 7% of the posts at the Institute are reserved for people with disabilities, as it is established by Royal Legislative Decree 5/2015 of the TREBEP. However, this particular post does not fall under this category.

#### **VI. Type of contract**

This is a part-time contract for a specific project or service for 12 months; 22.5 hours weekly (flexible schedule to be convened with the PI).

**Project:** Actualización y mantenimiento de la base de datos de los pacientes con esclerosis múltiple de la Unidad de Esclerosis Múltiple del Hospital Universitario Son Espases.

**Remuneration:** €1089,46 gross per month.



## VII. Supporting documents

All candidates are expected to present copies of the following evidence to support their education and experience:

- a) Professional experience: certificates signed by the person responsible for the different previous entities where the candidates have offered their services. Working time regarding the services evaluated in this call must appear in the certificates.
- b) Publications: a copy of the candidates' publication or a bibliographic reference ID.
- c) Degree certificate: certified copies (both sides).
- d) Seminars, courses, grants, etc.: certified diplomas or certificates of these. The total amount of time must be clearly indicated.
- e) Language knowledge: certificate from an official organism (such as EOI, Conselleria, UIB, other universities and other renowned education centers).

These supporting documents will only be taken into account if they are submitted within the submission deadline for this call.

Every piece of supporting evidence must be submitted in the same order that appears in the "Classification and score" section and must be numbered in that same order along with the self-assessment form that appears at the end of this call.

The supporting evidence must be submitted together with the form for this call.

## VIII. Assessment Board

- Dr. Bernat Sureda, Head of the Neurology Department of the Hospital Son Espases.
- Dra. Carmen Calles, Coordinator of the Multiple Sclerosis Unit from the Neurology Department of the Hospital Son Espases.
- Dr. Miquel Fiol, Scientific Director of the Institute.
- Person responsible for the HR of the Institute, acting as the secretary of the Assessment Board.

The Assessment Board may declare this call null and void due to the inadequacy of the candidates.



## Selection procedure

All candidates are expected to present evidence supporting their education and experience, which will receive a different score according to the following classification:

## Classification and score

### 1. Education (4.5 points)

- Knowledge of the Good Clinical Practices provided by the International Conference of Harmonization (GPC/ICH): 0.02 points per hour; up to 0.5 points.
- Certified knowledge of neuroimmunology: 0.02 points per hour; up to 1.5 points.
- Training in Neurostatus E-test and EDSS: 0.75 points.
- Basic computer and web-surfing skills: 0.02 points per hour; up to 0.5 points.
- SPSS software and database management skills: 0.02 points per hour; up to 0.5 points.
- Language knowledge (up to 0.75 points):
  - Level B2 certificate – English or other language: 0.25 points.
  - Level C1 certificate – Catalan, English or other language: 0.5 points.
  - Level C2 certificate – Catalan, English or other language: 0.75 points.

### 2. Work experience (4.5 points)

- Participation in research projects and clinical trials within the multiple sclerosis (MS) and neuroimmunology fields: 0.5 points per project or clinical trial.
- International training placements: 0.5 per month.

### 3. Personal interview (1 point)

Applicants will be requested for an interview and/or a practical assessment to test their adequacy to the workplace. Failing to attend the interview will result in the candidate's exclusion.

The exact date and hour for the interview will be revealed via email.

## Appeals

The Spanish Labor Courts are the competent authority to resolve disputes arising from the requirements set out for this call, in accordance with Law 36/2011, of October 10, regulating the social jurisdiction, without it being possible to file another administrative appeal or any claim to the judicial social way.

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**Managing Director**

José Lladó Iglesias



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## Annex II

Registration form for the hiring of one **Research Assistant for the Multiple Sclerosis Unit for the Fundació Instituto de Investigación Sanitaria Illes Balears**

Name:

Surname:

ID number:

Address:

Phone number:

Email:

I declare that I have come to know the selection process for the hiring of one Research Assistant for the Multiple Sclerosis Unit for the Fundació Instituto de Investigación Sanitaria Illes Balears.

Required documents attached:

- Degree certificate.
- Copy of ID document.
- Supporting evidence for education and experience and filled self-assessment form.



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I also declare that:

- I possess the functional capacity for the performance of the required tasks.
- I have not been dismissed or suspended by means of a disciplinary proceeding from any entity of the public sector or from any constitutional or statutory body. Likewise, I am not under perpetual or special disqualification for public service.

Thus,

I present my application for the selection process for the hiring of one Research Assistant to join the Multiple Sclerosis Unit of the Fundació Instituto de Investigación Sanitaria Illes Balears

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To the Institute's management  
(Fundación Instituto de Investigación Sanitaria Illes Balears)



### Annex III — SELF-ASSESSMENT FORM

Selection process for the hiring of one Research Assistant for the Multiple Sclerosis Unit				
NAME		MAX. POINTS	POINTS	SUPPORTING EVIDENCE ATTACHED*
<b>EDUCATION</b>		<b>4.5</b>		
Knowledge of the Good Clinical Practices provided by the International Conference of Harmonization (GCP/ICH)		0.5		
Knowledge of neuroimmunology		1.5		
Training in Neurostatus E-test and EDSS		0.75		
Basic computer and web-surfing skills		0.5		
SPSS software and database management skills		0.5		
Level B2 certificate – English or other language		0.25		
Level C1 certificate – Catalan, English or other language		0.5		
Level C2 certificate – Catalan, English or other language		0.75		
<b>PROFESSIONAL EXPERIENCE</b>		<b>4.5</b>		
Participation in research projects and clinical trials within the multiple sclerosis and neuroimmunology fields (0.5 points per project)		4.5		
International training placements (0.5 per month)		4.5		
<b>PERSONAL INTERVIEW</b>		<b>1</b>		
<b>SCORE</b>				

\* It is compulsory to precisely specify every document attached to this form for them to count towards the total score of the applicant (e. g.: Catalan C1 level certificate from the EOI Palma).