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## Annex I

**The Health Research Institute of the Balearic Islands call for the hiring of an International Project Management Professional for the "INTRES: invest, investigate, and innovate" project, which is funded by the 2019 Annual Plan for the Sustainable Tourism Tax**

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

In order to carry out these functions, the Institute needs to temporary incorporate an international project management professional for the "INTRES: invest, investigate, and innovate" project from the Health Research Institute of the Balearic Islands.

The "INTRES: invest, investigate, and innovate" project is aimed at establishing programs for the talent acquisition of researchers that will encourage the hiring of researchers and support staff at the IdISBa on the basis of competitive offers, who would contribute to the investment, investigation, and innovation of the production of healthcare results at the Institute.

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



## I SUMMON

The process for hiring one International Project Management Professional for the "INTRES: invest, investigate, and innovate" project, with the following requirements, characteristics, and selection criteria:

### I. Requirements

- To have the nationality of Spain or that of another member state of the EU; or to have any nationality and be married to a person with the nationality of Spain or that of another member state of the EU; or to be in the situation that the international treaties of the EU ratified in Spain cover for the free movement of workers; or, when none of the previous points apply, to be from a foreign country and have legal residence in Spain as well as a work permit.
- To possess the functional capacity for the performance of the required tasks.
- To have reached the age of sixteen and not exceed the age of compulsory retirement.
- To 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, to have never been 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.

### Technical Requirements

- To have obtained the Bachelor's Degree in Health Sciences or one related.
- English C1 level certificate.

Apart from the certificate, the C1 level of English can also be validated by having completed higher education in English, by having worked at least one year in English-speaking countries or in any entity where English was the language of communication. The pertinent evidence must be submitted to prove it.

Those who do not comply with all the above requirements will not be considered for this position.

### II. Role and functions

- To boost the Institute's participation in international and European research projects (such as NIH). To analyse the adequacy of the Institute's RDI projects and to map European programmes and funding opportunities (Horizon, ERC Starting and Advanced Grants, MSCA, Health Programme, ERA-Net, Interreg, etc.).



- To scientifically plan, manage, assess, and review international and European proposals as well as to analyse the adequacy of the projects with respect to the topics and to prepare their budgets.
- To provide and manage the technical documents and the forms for the presentation of projects as well as to monitor them until the final approval.
- To strengthen the established consortia and to find new partnerships.
- To manage and justify the funding of the international and European projects in coordination with the Institute's Finance Department.
- To prepare audits.
- To communicate with the different parties in relation to a project, such as the partners, the management and funding entities, etc.
- To coordinate and organise scientific conferences and meetings on the funded European projects.
- To organise and perform training courses and workshops so as to promote participation in European calls among the Institute's researchers.
- To spread news related to European funding opportunities and to training courses.
- To support the initiatives and projects managed by the Institute's International Projects Unit.
- To support the Institute's Unit for Innovation and the Transfer of Research Results in terms of the intellectual and industrial property of the requested and granted projects.
- To comply with other tasks that the scientific director and the managing director may delegate.

### III. Application submission

The applications are to be submitted to the Institute's HQ or emailed to the Human Resources Department ([idisba.rrhh@ssib.es](mailto:idisba.rrhh@ssib.es))<sup>1</sup>. They can also be submitted to the locations stated in Article 16.4 of Law 39/2015, of 1 October, of the 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. 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: 20 working days from the day after the publication date of the present call.**

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<sup>1</sup> The attached documents must be in PDF format and compressed in a single ZIP file.



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 on the IdISBa's website. This will announce the provisional list of admitted and excluded candidates (along with the reasons for exclusion).

Excluded and omitted candidates will be given 3 working 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 the Royal Decree Law 5/2015 of the Spanish TREBEP. However, this particular post does not fall under this category.

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

Full time contract for a specific project, for 3 years, for the "INTRES: invest, investigate, and innovate" project.

**Gross annual income:** 30 970,00 euros in 12 payments.

Trial period: 3 months.

#### **VII. Supporting documents**

All candidates are expected to present the copies or verified 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. If this is not possible, it can be certified via contract and employment history report.
- b) Degree certificate: certified copy (both sides).



- c) Courses, seminars, fellowships, etc.: copy of the certificate or diploma, which must include the number of hours of each activity.
- d) Language knowledge: certificate from an official organism (such as EOI, Conselleria, UIB, other universities and other renowned education centers).
- e) Scientific publications: copy of the first page or bibliographic reference ID.

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 "Selection procedure" section and must be numbered in that same order along with the self-assessment form that is available at the end of this call.

If you originally submitted copies that were not officially verified, you must present the original copies at the interview for us to verify them.

#### **VIII. Assessment Board**

- Asunción Sánchez Ochoa, Managing Director of Health Research, Training and Accreditation from the Ministry of Health and Consumer Affairs of the Balearic Islands.
- Miquel Fiol Sala, Scientific Director of the IdISBa.
- Elena Ferragut Roig, responsible for the Institute's International Projects Unit.
- Responsible for Human Resources at the IdISBa, acting as the Secretary of the Board.

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

#### **IX. Selection procedure**

The candidates will be requested for an interview. In addition, all candidates are expected to present evidence supporting their education and experience, which will receive a different score according to the following classification (up to 10 points):

##### **1. Work experience in tasks related (up to 5 points)**

- Experience in requesting, preparing and managing international projects from European programmes (such as Horizon 2020, Health Programme, ERA-NET, Interreg, etc.) in research centres, universities, etc.  
(0.04 points per month; up to 4 points)
- Experience in European funding agencies or entities.  
(0.03 points per month; up to 2 points)
- International experience (such as stays in research centres, public institutions, foreign universities...).



(0.02 points per month; up to 0.5 points)

- Experience in managing intellectual and industrial property, innovation, business development, or tech transfer.

(0.02 points per month; up to 0.5 points)

- Work experience as a researcher (up to 1 point):
  - Published papers on indexed journals per scientific paper on WoS. (0.01 points as the first or last author or as the correspondence author, and 0.005 points as author in another order)
  - Competitive research projects. (0.2 points as the PI and 0.1 points as CO-I; up to 0.5 points)

## 2. Education (up to 3 points)

- Doctorate in Science. (1 point)
- Master's Degree or postgraduate studies in Promotion and Management of Projects and International Activities on RDI. (1.5 points)
- Master's Degree or postgraduate studies in RDI Management or Tech Transfer. (0.5 points)
- Training on preparation of European projects. (0.01 points per hour; up to 0.5 points)
- Training on tasks related to intellectual and industrial property, innovation, business development, or tech transfer. (0.01 points per hour; up to 0.3 points)
- Training on ICT tools and Office. (0.05 points per hour; up to 0.2 points)

## 3. Language Knowledge (up to 1 point)

Intermediate level of any language other than English (such as Catalan, German, French...): 0.2 points per language.

The candidate must present the pertinent evidence either by submitting an official certificate or by proving such knowledge at the interview. The certificates must be signed by official entities.

## 4. Personal interview (up to 1 point)

The interview will focus on topics related to the present job offer. Part of the interview will be carried out in English and in any other language claimed by the candidate.

At the interview, the candidate must present the original documents for us to verify their validity.

## X. Appeals



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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.

Palma, 29 de junio de 2020

**The Managing Director of the Institute**  
José Lladó Iglesias



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## Annex II

Registration form for the hiring of one International Project Management Professional for the "INTRES: invest, investigate, innovate" project, which is funded by the 2019 Annual Plan for the Sustainable Tourism Tax.

Name:

Surname:

ID number:

Address:

Phone Number:

Email:

I declare that I have come to know the selection process for the hiring of one International Project Management Professional for the "INTRES: invest, investigate, innovate" project of the Foundation Health Research Institute of the Balearic Islands.

Required documents attached:

- Technical requirements (Document 1)
  - English level C1 certificate or similar. (Document 1.1)
  - Bachelor's Degree certificate. (Document 1.2)
- Copy of ID document. (Document 2)
- Updated CV. (Document 3)
- Supporting evidence for the education and experience along with the filled self-assessment form. (Specify at the 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 have not been 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.

Thus,

I apply for the selection process for the hiring of one International Project Management Professional for the "INTRES: invest, investigate, innovate" project of the Foundation Health Research Institute of the Balearic Islands.

City and date: \_\_\_\_\_

Signature



### Annex III — SELF-ASSESSMENT FORM

International Project Management Professional				
NAME:		MAX. POINTS	POINTS	SUPPORTING EVIDENCE ATTACHED*
<b>PROFESSIONAL EXPERIENCE</b>		<b>5</b>		
In requesting, preparing, and managing international projects from European programmes (0.04 p./month)		4		
In European funding agencies or entities. (0.03 p./month)		2		
International experience (0.02 p./month)		0.5		
Experience in managing intellectual and industrial property, innovation, business development, or tech transfer (0.02 p./month)		0.5		
Work experience as a researcher:		1		
· Published papers in scientific journals (0.01 p./paper as the first or last author; 0.005 p./paper as author in other order)		0.5		
· Public and competitive research projects (0.2 p. per project as PI; 0.1 per project as CO-I)		0.5		
<b>EDUCATION</b>		<b>3</b>		
Doctorate in Sciences		1		
Master's Degree or postgraduate studies in Promotion and Management of Projects and International Activities on RDI		1.5		
Master's Degree or postgraduate studies in RDI Management or Tech Transfer		0.5		
Training on preparation of European projects (0.01 p. per hour)		0.5		
Training on tasks related to intellectual and industrial property, innovation, business development, or tech transfer. (0.01 p. per hour)		0.3		
Training on ICT tools and Office (0.05 p. per hour)		0.2		
<b>LANGUAGE KNOWLEDGE</b>		<b>1</b>		



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(0.2 points per each intermediate level certificate) [English not taken into account]	1		
PERSONAL INTERVIEW	1		
TOTAL			

\* 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).