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JOB OFFER

At the Health Research Institute of the Balearic Islands (IdISBa), we manage the means and resources to carry out both basic and applied clinical research programs, as well as technological development and innovation in the healthcare field.

To carry out these functions, the IdISBa has the need to hire four research assistants for the TECH program as part of the following project: “CONSCIENCIA IdISBa: consolidar la ciencia IdISBa”. This has been funded by the 2022 Annual Plan of the Tax for Sustainable Tourism in the Balearic Islands (ITS2023-057).

This project aims to attract research talent from the different career stages as well as talented human resources to aid in its management. With this goal in mind, the IdISBa intends to achieve the critical mass necessary to become a leading health research center and, thus, contribute to people’s well-being, to care quality, and to the development of a new production model based on knowledge and innovation.

JOB OVERVIEW

- **Organization:** Health Research Institute of the Balearic Islands
- **Job Position:** Research Assistant.
- **No. of Vacancies:** Four.
- **Type of Contract:** Full-time open-ended contract.
- **Location:** Balearic Islands, Spain.
- **Internal Code:** TECH-2023

Please refer to the following pages to consult the full details with regard to the present job offer, such as requirements, role and functions, application submission, selection process, etc.



ANNEX 1

1. Requirements

To apply to this position, **candidates** must:

- Have one of the following studies: Advanced Technician in Clinical Laboratory or Specialist Technician, which should correspond to the Spanish equivalent of HNC.
- Have the Spanish nationality or any other that allows access to the public sector in Spain.
- Be able to develop the required tasks.
- Have reached the age of 16 and not exceed the age of compulsory retirement.
- Not have been dismissed or suspended through 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. This applies to any candidate and their status regarding public service in their respective countries.
- Possess the required certificates.
- Professional experience: certificates signed by the person responsible for the different previous entities where the applicant had offered their services. If it is not possible to submit this certificate, candidates must submit the pertinent employment contract and the employment history.
- Have the mutual commitment agreement signed by all parties (annex 3). Candidates can only present a single mutual commitment agreement.
- Complete and sign the request form (annex 2) as well as the self-assessment form (annex 4) that are available at the end of this document.
- The employment contracts funded by this call are not compatible with the contract validity of any of the hired staff.

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

Requirements for the **research group**:

- The research group must have been established as an IdISBa's research group prior to the start of this call to be able to submit a candidature.
- Research groups may present two commitment agreements, yet they can only hire one by means of this call.
- In case of the candidate withdrawing from the process, the process will continue following the order of the other candidates.
- Emerging research groups will be awarded an extra 0.5 points to the total score of their candidate.
- At the moment of submitting the request, the research group must have an active research project with a minimum duration of 2 years (it can be a national, international, public or private project).
- If the research group submits an additional commitment agreement either for the "CONSCIENCIA IdISBa", "FOLIUM" or "JUNIOR", the group must prove they have another research project that complies with the fifth point of this section for each call.



Failing to comply with any of these requirements will result in the candidate's and the research group's exclusion from this selection process.

2. Role and Functions

- All those that are under their competence and required by the research group.

3. Application Submission

Applications can be submitted in person at the IdISBa's HQ at the location that appears in the footnote of this document. Likewise, these can also be sent electronically to IdISBa's HR Department to the following email address¹: idisba.convocatorias@ssib.es. The subject of this email must contain the internal code of the present job offer: "TECH-2023". Submissions made through other channels or format will not be considered.

Submission Deadline: **15 working days**, starting to count from the day after the publication of this offer in the *Official Gazette of the Balearic Islands*. The publication can be found at www.caib.es/boib. The specific date can also be found at the webpage of this offer at IdISBa's website: www.idisba.es/en/Human-Resources/Job-offers.

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 score if the candidate fails to present the supporting evidence correctly in time and form.

4. Admission of Candidates

Once the window of time in which applications must be submitted is over, a provisional list of admission will be published on IdISBa's website. This will announce which applicants have been accepted or excluded from the selection process (along with the reason for their exclusion).

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

After this period of time, a final list of admission will be published on the same webpage. This will announce the final list of applicants that have been accepted to proceed with the selection process.

Exclusion Criteria: failing to submit the application form in time or failing to meet the requirements for this position.

5. Reserved Posts for People with Disabilities

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

6. Type of Contract and Conditions

- Full-time, open-ended contract.

¹ All files must be compressed into a single ZIP file.



- Gross annual income: €20 500 in 12 payments.

7. Supporting Documents

All candidates are expected to present the pertinent evidence with regard to their education, professional experience, and other items:

- a) Request form.
- b) Copy of the ID document and/or first page of the passport.
- c) Research group's commitment agreement.
- d) Academic degrees: certified copies of the official certificate (both sides).
- e) Professional experience: certificates signed by the person responsible for the different previous entities where the applicant had offered their services. If it is not possible to submit this certificate, candidates must submit the pertinent employment contract and the employment history.
- f) Training courses, conferences, grants, etc.: certificates showing the number of hours/credits of the activity.
- g) Language knowledge: certificate from an official organism.

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 (annex 4).

8. Assessment Board

- Miquel Fiol Sala, Scientific Director of IdISBa.
- Daniel Horacio Lopez, research manager of IdISBa.
- Alicia Leiva Mir, research manager of IdISBa.
- Maria Antonia Llopis Grimalt, research manager of IdISBa.
- Member of the HR Department of IdISBa, acting as the secretary of the Board.

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

9. Selection Procedure

All candidates are expected to present evidence supporting their education, experience, and so on. In the first phase of this selection process, the Board will review the information and score of each candidate based on the classification below (up to 10 points).

Were a candidate to exceed the maximum score for any item, the score of each candidate will be scaled accordingly.

1. Training and Education (4.5 points)

- Average score, on a 0–10 scale, for the studies that give access to this call. Only scores higher than 6 will be considered towards the count, and in accordance with the following equation: "average score/2.86". (Up to 3.5 points)
- Training courses in relation with this job offer (0.3 points per 10 hours of training) and additional studies (Bachelor's Degrees, Master's Degrees, and equivalents) in relation with this job offer (0.042 points per 10 ECTS). (Up to 1 point)

2. Work Experience (5 points)



- Experience in health research laboratories. (0.05 points per month)
- Experience in other laboratories. (0.02 points per month)

3. Language Proficiency (0.5 points)

- Catalan:
 - B2 certificate. (0.15 points)
 - C1 or C2 certificate. (0.3 points)
- English:
 - B2 certificate. (0.25 points)
 - C1 or C2 certificate. (0.5 points)

10. Draws

In the event of a draw, the candidate will be selected in accordance with the highest score following the order of the items of the classification of this call.

11. General Guidelines

1. Research publications consequence of this activity must include and refer to the funding of the 2022 Annual Plan of the Tax for Sustainable Tourism as well as to the IdISBa's management of the grant.
2. Results consequence of the funded project must be published in open access.
3. With regard to aspects that are not explicitly covered in this call, we will attend to the guidelines provided by the Scientific Director or the Internal Scientific Committee of the Institute, who will also be responsible for the solution of possible disagreements that this call could arise.

12. Appeals

Following Law 36/2011, of 10 October, applicants may bring suit before the authority responsible for this matter, the Spanish Labor Courts, if they consider there are disputes that may arise from the requirements set out in this job offer that should be addressed and resolved.

Palma, on the day of publication.

IdISBa's Managing Director

Sergi Camacho Clavijo



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ANNEX 2

Request form for the hiring of four research assistants for the TECH program as part of the following project: “CONSCIENCIA IdISBa: consolidar la ciencia IdISBa”, from the Health Research Institute of the Balearic Islands

Name:

Last Name:

ID No. / Passport:

Address:

Phone number:

Email:

I declare that I have come to know the selection process for the hiring of four research assistants for the TECH program as part of the following project: “CONSCIENCIA IdISBa: consolidar la ciencia IdISBa”, called by the Health Research Institute of the Balearic Islands.

Required documents that need to be attached with this form:

- Request form.
- Copy of the ID document and/or first page of the passport.
- Research group's commitment agreement.
- Academic degrees: certified copies of the official certificate (both sides).
- Work history of the welcoming research group (last 5 years).
- Supporting evidence for education, experience, etc.



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I also declare that I have the ability to develop the required tasks and that I have not been dismissed or suspended through a disciplinary proceeding from any entity of the public sector or from any constitutional or statutory body. Likewise, I declare that I am not under perpetual or special disqualification for public service.

Thus,

I present my application for the selection process for the hiring of four research assistants for the TECH program as part of the following project: “CONSCIENCIA IdISBa: consolidar la ciencia IdISBa”, called by the Health Research Institute of the Balearic Islands.

Signature of the applicant:

Regarding the use of personal data. In accordance with current legislations on data protection and, specially, with Regulation (EU) 2016/679 (GDPR) and Spanish Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights, we inform you on the use of the personal data included in this document. **Party responsible for the data processing:** Health Research Institute of the Balearic Islands (IdISBa). **Purpose:** to process your request. **Legitimacy:** your consent. **Recipient parties:** if applicable, the collaborators from the research group. **Conservation time:** those established by law. **Rights:** you can exercise your rights by writing, with the pertinent personal identification, to Ctra. Valldemossa 79 (Hospital Universitario Son Espases), Edificio S, 1.^a Planta, 07120 Palma (Illes Balears) or to the following email: idisba.protecciondatos@ssib.es. You have the right to proceed with a legal complaint through the Spanish Agency on Data Protection (AEPD) if you consider your rights have been violated.



ANNEX 3 – COMMITMENT AGREEMENT

«CONSCIENCIA IdISBa: consolidar la ciència IdISBa»

PERSONAL INFORMATION

Name: _____ Surname: _____
ID number: _____
Phone number: _____
Email: _____

RESEARCH GROUP'S INFORMATION

Group name: _____
Person responsible for the group: _____
Research area: _____
Active research projects: _____

Call	Project Code	Funding Entity	Start Date of the Project	Finish Date of the Project

In accordance with the guidelines described,

The candidate accepts to go through the selective process by signing the present commitment agreement with the referred research group.

The research group and, particularly, the responsible for the group, agree to accept the candidate if they are selected for the position. Both the candidate and the person responsible for the group (on behalf of the group) accept the commitments stated in this commitment agreement.

And, in proof of conformity:

<p>The candidate's signature</p> <p>Name: Date:</p>	<p>Person responsible for the research group's signature</p> <p>Name: Date:</p>
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ANNEX 4 – SELF-ASSESSMENT FORM

Selection process for the hiring of four research assistants for the TECH program (CONSCIENCIA IdISBa: consolidar la ciencia IdISBa)				
FULL NAME		MAX. POINTS	POINTS	SUPPORTING EVIDENCE ATTACHED*
1. Training and Education		4.5		
Average score, on a 0–10 scale, for the studies that give access to this call. Only scores higher than 6 will be considered towards the count, and in accordance with the following equation: “average score/2.86”.		3.5		
Training courses in relation with this job offer (0.3 points per 10 h) and additional studies (Bachelor’s Degrees, Master’s Degrees, and equivalents) in relation with this job offer (0.042 points per 10 ECTS).		1		
2. Work Experience		5		
Experience in health research laboratories. (0.05 points per month)		5		
Experience in other laboratories. (0.02 points per month)				
3. Language Proficiency		0.5		
Catalan certificate (B2: 0.15 points / C1 or C2: 0.3 points)		0.5		
English certificate (B2: 0.25 points / C1 or C2: 0.5 points)				
TOTAL				

*Please, specify every document attached to this form for them to count towards the total score of the applicant (e. g.: English B2 cert. Cambridge English).