

## JOB ANNOUNCEMENT: Junior Administrative Officer [ICPJA009] INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)

**Introduction.** The ICP (<http://www.icp.cat>) is a research institute focused on vertebrate paleontology. It belongs to CERCA institution (Research Centers of Catalonia) and is linked to the Universitat Autònoma de Barcelona (UAB) in Cerdanyola del Vallès (Barcelona, Spain). It is a public research center established as a non-profit foundation with the Generalitat de Catalunya and the UAB as patrons.

**Job description.** The ICP is recruiting a full-time Administrative Officer to join the Administration Area of the Management and Human Resources Department.

TYPE OF POSITION AND DEADLINES:	
<b>Number of positions:</b>	1
<b>Job title:</b>	Junior Administrative Officer
<b>Starting date:</b>	01/12/2021
<b>Publication date:</b>	15/07/2021
<b>Reference:</b>	ICPJA009
<b>Professional category:</b>	T2
<b>Gross salary:</b>	22,000 €
<b>Application deadline:</b>	1/10/2021
BASIC INFORMATION:	
<b>Type of contract:</b>	Permanent
<b>Duration:</b>	Indefinite after a probation period of 6 months
<b>Career progression:</b>	Gross salary might increase over years, possibility to become Senior Administrative Office (T3) by through the mechanisms established for internal promotion
<b>Research Group/Area:</b>	Administration Area
<b>Workplace:</b>	Primary: Edifici ICTA-ICP, Universitat Autònoma de Barcelona c/ Columnes s/n, 08193 Cerdanyola del Vallès, Barcelona, Spain Secondary: ICP Museum, c/ Escola Industrial 23, 08213 Sabadell, Spain
<b>Working conditions:</b>	-Full time job (37.5 h/week; 1786 h/year)
MINIMUM REQUIREMENTS:	
<b>Academic Degree:</b>	-Bachelor's degree (graduate or equivalent) of Business Administration and Management
<b>Languages:</b>	-Good level of spoken and written Spanish and/or Catalan
<b>Experience:</b>	-2 years of experience in project financial justification , including at least 1 year of experience in research projects administration. - 2 years of economic management
<b>Expertise:</b>	-Intermediate user level of Microsoft Office (Excel, Word, PowerPoint...) -Basic user level of SAP Business One software or equivalent
DESIRABLE COMPETENCES:	
<b>Academic Degree:</b>	-Postgraduate degree or Master's degree in related subjects -Attendance to specialized courses in related subjects
<b>Languages:</b>	-Good level of spoken and written English, and advanced level of Spanish and Catalan
<b>Experience:</b>	-Experience in economic management of Spanish (e.g., MICINN) and European research projects (e.g., Framework Programmes). -Experience in economic management in public research institutions or universities, preferentially in CERCA centers.
<b>Expertise:</b>	-Advanced user level of SAP Business One software (or equivalent)
CONTACT DETAILS:	

<b>Name:</b>	David Basanta	<b>Position:</b>	Project Manager
<b>Phone number:</b>	+34 5868766	<b>email address:</b>	david.basanta@icp.cat
HOW TO APPLY:			
<b>Procedure:</b>	All the documents must be in English or Catalan (PDF format) and emailed to the contact person (Re: ICPJA009)		
<b>Documents:</b>	All applicants must provide a motivation letter and an extended CV. The Selection Committee may request additional justification of merits at any stage of the recruitment process. The selected candidate will be requested a copy of academic titles and social security's occupational history/work contracts before formalizing contract		

**Selection Criteria.** The weight of the various selection criteria (in %) is specified in the table below. During the shortlisting phase, each eligible applicant will be assigned a 0-10 score to each criterion. During the evaluation phase, shortlisted candidates will be assigned a 0-10 score to each merit included in the selection criteria, each with a corresponding percentage determined by the Selection Committee before the call is closed. Final scores will be modulated by the results of career duration.

SELECTION CRITERIA	%	SELECTION CRITERIA	%
A. Academic background	15%	D. Software skills	15%
B. Language skills	10%	E. Other merits	5%
C. Working experience	40%	F. Adequacy of the candidate's profile	15%

**OTM-R.** The ICP endorses the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers that define the EU Human Resources Strategy for Researchers (HRS4R), and since 2018 holds the HR Excellence Award of the EU. Therefore, the ICP is fully committed to open, transparent and merit-based recruitment (OTM-R), in order to ensure that the best person for a job is recruitment as well as to guarantee equal opportunities among candidates. The internal regulations that apply to this job description are available on the document entitled "ICP Protocol for the Evaluation, Internal Promotion and Recruitment of Researchers and Technicians", which is publicly available from the ICP website ([http://www.icp.cat/attachments/transparencia/ICP\\_Recruitment\\_Protocol.pdf](http://www.icp.cat/attachments/transparencia/ICP_Recruitment_Protocol.pdf)).

**Non-discrimination.** The Non-Discrimination Committee of the ICP will oversee the recruitment process to prevent any kind of discrimination by reason of gender, sexual preference, language, ethnicity, geographic origin, functional diversity, or any other reason unrelated to scientificotechnical merits. Applicants are responsible to provide the necessary personal information related to career breaks (due to parental and medical leaves, unemployment, part-time contracts, etc.) if any of the provisos included in the recruitment protocol apply to the computation of career duration. The ICP aims to guarantee equal opportunities to all candidates and intends to promote a balanced sex ratio. Therefore, the application by female candidates is strongly encouraged.

**Confidentiality.** The ICP complies with applicable laws of personal data protection and guarantees the confidentiality of all the personal data provided by the candidate, which will solely be used for the purposes of the current recruitment process.

## **JOB DESCRIPTION: Junior Administrative Officer [ICPJA009]** **INSTITUT CATALÀ DE PALEONTOLOGIA MIQUEL CRUSAFONT (ICP)**

**Administration Area.** The Administration Area is framed within the the Management & Human Resources Department. This department manages the internal and external resources of the institution and aims to safeguard the correct use of funds within the framework of legality. The Administrative Officer works under the supervision of the General Manager and in collaboration with the Head of the Research Support & External Services Department. Further details on the organization and both academic and non-academic personnel of the ICP can be found on the ICP Organization Chart available from the ICP website ([http://www.icp.cat/attachments/transparencia/ICP\\_Organization\\_Chart.pdf](http://www.icp.cat/attachments/transparencia/ICP_Organization_Chart.pdf)).

**Technician profile.** The ICP aims to recruit a highly motivated Junior Administrative Officer (T2 professional category) for the Management & Human Resources Department, with solid experience in economic management, desirable competences in public and competitive projects economic management and economic support to the institutional researchers. Gross salary will initially consist of 22,000 €, with possibility to increase beyond CPI after the initial three years, and eventually become Senior Administrative Office by through the internal mechanisms of internal promotion at the ICP (see career progression below).

**Main responsibilities.** The main responsibilities of Administrative Officers at the ICP are the following:

1. Justification of competitive project funds expenditure.
2. Administration of the ICP basal budget (by delegation of the Head of the Management & Human Resources Department).
3. Purchasing and tender management
4. Management of travel and accommodation of institutional staff

**Evaluation details.** The merits included in each evaluation criterion will be determined by the Selection Committee before receiving the applications. Each member of the Selection Committee will assign to each merit a 0-10 score (0–2.4 = deficient; 2.5–4.9 = insufficient; 5.0–6.9 = sufficient; 7.0–8.9 = very good; 9.0–10.0 = excellent) and an average score will be computed for each. Average merit scores will be used to compute weighted average selection criteria scores, and the sum of the latter will be the total raw scoring of the candidate. An interview by ICP members of the Selection Committee will be mandatory for all shortlisted candidates. Each member of the committee will rate the interview (excellent = 1.25; good = 1.15; neutral = 1.0; bad = 0.85; terrible = 0.75) and a correction factor computed as the arithmetic mean of the interview ratings. The final scoring will be computed as corrected scoring \* interview correction factor. Candidates will be prioritized based on their final scoring.

**Career progression.** Beyond annual salary increases depending on CPI (consumer price index) inflation, after the initial three years gross salary may increase further within the margins established by the ICP Salary Scale for T2 category (up to 26.138 € in 2020), depending on professional development, accumulated experience, and attested performance. There is also the possibility to reach T3 level (Senior Administrative Officer) by means of the internal promotion mechanisms specified in the ICP recruitment protocol.