



The Pere Virgili Institute (IISPV) is a public sector institution that promotes and develops the research of the Hospital Universitari de la Tarragona Joan XXIII, the Hospital Universitari Sant Joan de Reus, Hospital Tortosa Verge de la Cinta, the mental health Pere Mata Institute and the Universitat Rovira i Virgili.

Job title: CALL FOR MANAGEMENT SUPPORT. PROGRAMA GARANTIA JUVENIL CATALUNYA  
Organisation and recruiting unit: IISPV

### **JOB DESCRIPTION**

**Education and qualification:** Degree in Business Management or in the field of administration, management, etc.

**Competencies:** Teamwork, communication and listening skills, ability to plan and organize, customer orientation, flexible person with autonomy and initiative and with a desire to constantly update knowledge. Knowledge of English

**Tasks:** Functions related to the support of the Management of the Institution (development of administrative tasks, entry of scientific data in institutional databases, management of indicators...)

**Requirements:**

- Be in possession of a university degree in relation to the field of Business Management or in the field of administration, management, etc.
- Registered as a beneficiary of the "Programa de Garantia Juvenil a Catalunya".
- Registered as a job seeker (DONO) with the "Servei Públic d'Ocupació de Catalunya"
- Comply with the requirements required by the internship contract modality.
- Not having participated in the calls for the years 2019 and 2020.

Number of available positions: 1

**Labour conditions:**

Full-time position (40h/week)

Starting date: 30/09/2021

Length of the contract: 6 months

Gross annual salary: 8.300€ (6 months)

Workplace: Institut Investigació Sanitària Pere Virgili (Reus/Tarragona)

**Application procedure and deadline:**

Applicants should submit a full Curriculum Vitae and a cover letter with the reference IC31\_21 to the following email addresses: [recruitment@iispv.cat](mailto:recruitment@iispv.cat) before September 9th 2021.

## INTERNATIONAL CALL IC31\_21



HR EXCELLENCE IN RESEARCH  
In 2015 the IISPV obtained the European HR Accreditation and official seal on HR Excellence, as well as the approval of the 2015 Action Plan by the European Commission. This recognition demonstrates that the IISPV complies with the general principles of the [European Charter for Researchers](#) and the Code of Conduct for the Recruitment of Researchers (Charter and Code), and gives full support to its commitment to the improvement of policies and internal procedures.

### **OTM-R:** Open, Transparent and Merit-based Recruitment (OTM-R)

Policy equal opportunities IISPV ([www.iispv.cat/en\\_hr\\_excellence\\_in\\_research.html](http://www.iispv.cat/en_hr_excellence_in_research.html))

#### Contact Details:

Human Resources. Institut d'Investigació Sanitària Pere Virgili. [recruitment@iispv.cat](mailto:recruitment@iispv.cat)

The recruitment will be carried out in accordance with the provisions of article 15 of Royal Legislative Decree 1/1995, of March 24, which approves the revised text of the Workers' Statute Law, in accordance with which has the art 2 of Royal Decree 2720/98, of December 18 (O. of January 8, 1999), Law 12/2001, of July 9 (O. of July 10) and concordant provisions.

The principle of equal treatment for men and women, in accordance with article 14 of the Spanish Constitution, is taken into account, Directive 2006/54/EC of the European Parliament and the Council and the provisions of Organic Law 3/2007, of March 22, and Law 17/2015, of July 21, for the effective equality of men and women.

The universal accessibility of people with disabilities is considered in accordance with Legislative RD 1/2013, of November 29, which approves the Revised Text of the General Law on the rights of people with disabilities and their inclusion social, making special reference to articles 35 and following where the guarantees of the right to work are regulated.