

INTERNATIONAL CALL IC22_22

JOB TITLE

Oncology Research Secretary

JOB DESCRIPTION

The Oncology, Translational, Epidemiological and clinical research group - GIOTEC belongs to the Institut d'Investigació Sanitària Pere Virgili (IISPV). This Group aims to research the three main levels of oncological knowledge: population level, individual level, and molecular level.

The selected candidate will perform the following tasks:

- Administrative tasks in support of Oncology Research, mainly in the Clinical Trials Unit
- Data entry in the databases
- Support for scientific publications, research reports; among other similar tasks

CANDIDATE PROFILE

- Certificate of Higher Education (CFGS) in Documentation and Health Administration

REQUIREMENTS

- Previous experience in a Clinical Research Unit
- C1 Level of Catalan

IT WILL BE VALUED

- Motivation, creativity, initiative and proactive attitude.
- Ability to learn, flexibility and adaptability.

LABOUR CONDITIONS

- Full-time position (40h/week)
- Workplace: HUSJ de Reus
- Contract: Indefinite of scientific-technical activities linked to the research line of the GIOTEC research group
- Gross annual salary: 22.786,40€
- Starting date: July 2022

SELECTION PROCEDURE

- Selection of CV's. Suitable and unsuitable CV's will be identified according to the requirements. Applicants who do not meet the requirements indicated in the candidate profile and requirements will not pass to the next phase.
- Evaluation of the CV. Evaluation of the CVs up to a maximum score of 40 points.
- Cover Letter. Attach to the resume a cover letter with a maximum length of 2500 characters with spaces. With a maximum score of 20 points.

To access the interview phase it is necessary to have obtained a minimum score of 40 points in the sum of scores of the evaluation of the curriculum and cover letter

- Personal interview. With a maximum score of 40 points.

Items	40
Attitude	10
Fit in the work place	10
Experience, developed functions/skills	10
Teamwork	10

SELECTION COMMITTEE

- President: Dr. Joan Borràs. (Group Leader)
- Chair 1: Dolors Salsench. (Clinical Study Coordinator)
- Chair 2: Sandra Cabré. (Secretary Coordinator)

SUBSTITUTES:

- President: Dr. Josep Gumà. (Group Leader)
- Chair 1: Berta Caballè. (Clinical Study Coordinator)
- Chair 2: Mónica Barrientos. (Secretary Coordinator)

CANDIDATURES

- The CV must include the DNI/NIE number or another personal identity document number.
- Send the CV and the Cover Letter through the IISPV website.
https://www.iispv.cat/oferta-de-treball/ic22_22-oncology-research-secretary/

For any questions or queries: recruitment@iispv.cat

DEADLINE FOR RECEIPT OF CV 16/06/2022

COMMUNICATIONS

The IISPV will inform the candidates if they have been admitted or excluded to access the interview.