

**Nº REF.: FU-ES-09/2019**

**POSITIONS OFFERED:**

**1 Position of Trainee Administrative Assistant**, to give administrative support to FUNDACIO CLÍNIC PER A LA RECERCA BIOMÈDICA (FCRB) at the **Knowledge and Technology Transfer (KTT)** Office, with full-time temporary contract (Trainee contract).

**Extension of the application deadline:**

The period to apply to these positions has been extended until: November 03<sup>th</sup>, 2019.

Barcelona, October 25<sup>th</sup> 2019



Marta Fernández Cufí  
Human Resources Manager

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**POSITIONS OFFERED:**

**1 Position of Trainee Administrative Assistant**, to give administrative support to FUNDACIO CLÍNIC PER A LA RECERCA BIOMÈDICA (FCRB) at the **Knowledge and Technology Transfer (KTT)** Office, with full-time temporary contract (Trainee contract).

**Extension of the application deadline:**

The period to apply to these positions has been extended until: October 22<sup>th</sup>, 2019.

Barcelona, October 08<sup>th</sup> 2019

Marta Fernández Cufí  
Human Resources Manager

Ref. FU-ES-09/2019

## 1. POSITION OFFERED

1.1. A job is being opened to cover **1 Position of Trainee Administrative Assistant**, to give administrative support to FUNDACIÓ CLÍNIC PER A LA RECERCA BIOMÈDICA (FCRB) at the **Knowledge and Technology Transfer (KTT)** Office, with full-time temporary contract (Trainee contract) in the following professional category:

### Required qualifications and skills:

- **Required Education Level:** FP in administration -*Cicle Formatiu Grau Superior en Administració i Finances*- (As a contract requirement, the Academic Title must have been obtained on the last 5 years).
- **Languages:** fluent in Catalan, Spanish and English (oral and written).
- Experience with MS Office including Outlook.
- Proactive, detail oriented and with analytical skills.
- Good team player.
- Optional: Internship in a similar place.

### Job description/Tasks to be developed:

You will form part of a dynamic team of professionals that focus on the **Knowledge and Technology Transfer (KTT)** activities, providing administrative support to the KTT team with the following responsibilities:

- Management and support for the revision of *Material or Data Transfer Agreement (MTA/DTA)* and *Confidential Disclosure Agreement (CDA)*.
- KPIs database management.
- Managing KTT e-mail.
- Managing post, filing and archiving.
- General office duties: signatures circuit, internal post, etc.

### Presentation of applications:

**All documents must include the reference code of the job offer (see upper left corner of the call).**

- Candidates must enclose a Motivation letter and their Curriculum Vitae.
- Proof of the merits exposed and the degree obtained.
- The application must include also signed authorization in reference to personal data protection law - European Regulation (UE) 2016/679- (Document attached, Page 3).

**Place of submission:** (clearly indicating the reference code of the job offer)

1. Delivering it personally to the Dept. of Human Resources, located on the Esther Kopolowitz Centre (CEK), C/Rosselló 149, from 10 am to 1 pm from Monday to Friday.
2. By e-mail to the e-mail address [rrh.fundacio@clinic.cat](mailto:rrh.fundacio@clinic.cat)

**Application Deadline:** 06/10/2019

1.2. The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2 51/2003 of equality of opportunities; 5% of the vacancies are preserved when candidates' pass the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces".

1.3. Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

1.4. In accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (hereinafter the "Regulation"), we hereby inform you that:

- The party responsible for processing your data is the Fundació Clínic per a la Recerca Biomèdica (hereinafter "FCRB"), with Corporate ID No. G59319681, and registered address in Barcelona, Carrer Rosselló 149-153. You may contact the Data Protection Manager by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat) or by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona.
- When presenting your candidacy or sending us your CV, your data must be communicated with the aim and purpose of allowing employees at the entity to carry out management and selection processes.
- The information will be used by administrative and employee services in our entity, for their corresponding services, and may be submitted in full or in part to any authorities that, for legal reasons, require this type of information.
- The data provided will be held for a period of 1 year, and in addition once the relationship has been completed the data will be held for the period necessary to comply with legal provisions.
- The data provided may be transferred to a third country or international organisation, where necessary to justify the contract and/or salary of the employee providing the data.
- You have the right to access your data, request rectification of inaccurate data or request the removal of your data. Equally, you have the right to restrict the processing of your data, and you may oppose or withdraw consent for your data to be used in certain circumstances. You may exercise these rights by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona, or by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat). We also inform you of your right to file a complaint with the Catalan Data Protection Authority (Autoritat Catalana de Protecció de Dades) for any action taken by FCRB that you believe infringes your rights.

Barcelona a 27/09/2019  
Marta Fernández Cufi  
Human Resources Manager

**I Authorize at:**

FUNDACIO CLINIC PER A LA RECERCA BIOMÈDICA (FCRB) to treat my personal data for the personnel selection procedure, which will cede it only in these legally enforceable cases, in accordance with the provisions of European Regulation (UE) 2016/679, and corresponding regulations that develop it.

Name:

Signed:

Barcelona,