

RECRUITMENT REGULATIONS FOR CONTRACTING PROJECT RESEARCHERS WITH OPEN-ENDED CONTRACTS FOR THE EXECUTION OF SCIENTIFIC-TECHNICAL ACTIVITIES

Purpose of the announcement

Applications are invited for a post of project manager with an open-ended contract for the execution of scientific-technical activities, for the implementation of the project “Mapping the Archaeological Pre-Columbian Heritage of South America. Funded by the Arcadia Fund” – MAPHSA – ARCADIA and in accordance with Article 23b of Law 14/2011, from 1st June, for science, technology and innovation.

Project or line of research

MAPHSA – Mapping the Archaeological Pre-Columbian Heritage of South America. Funded by the Arcadia Fund.

ID of the project ARC-2203-4799

Roles and responsibilities

- General coordination and management of the project under the supervision of Prof. Macella.
- Lead the development of an open-source archaeological site database.
- Coordinate the collection of legacy data from publications and existing databases.
- Integration of the project database into the Arches (<https://www.archesproject.org/>) platform.
- Organization of workshops and other dissemination and training activities related to the project.
- Compile data for periodic reports and oversee the writing of research papers and other publications to disseminate project’s results.
- Coordinate the project’s partners and hold regular meetings with the project partners to coordinate the workflow and assess their progress.
- Up to a maximum total of 30h teaching duties per year can be assigned within the working timetable.

Salary

A gross annual salary of 39.959,04 euros

Contract type:

Open-ended contract for scientific-technical activities as stipulated in Article 23b of Law 14/2011, from 1st June, for science, technology and innovation.

Approximate duration

The duration of this contract is expected to be 3 years.

Given that this contract is funded by an extra budgetary allocation as a result of externally assigned revenue of a purpose-oriented nature, it can be terminated prematurely due to insufficient funds being available to continue the contract, in accordance with Article 52.e of the Statute of Workers' Rights.

Department assigned

Humanitats

Eligibility criteria for candidates

GENERAL CRITERIA

- a) To have Spanish nationality or be a national of one of the European Union member states. For foreign nationals, signing the contract will be subject to the candidate obtaining a work permit in accordance with Constitutional Law 4/200, of 11th January, on the rights and freedoms of foreign nationals in Spain, their social integration and governing regulatory requirements.
- b) To have the necessary functional ability required for completion of the tasks specified in the contract.
- c) To never have been suspended via disciplinary procedures while in the service of any public administration, nor legally barred from the execution of public duties. In the case of foreign nationals, to not be barred or in an equivalent situation nor to have been subject to disciplinary sanctions or equivalent which in their home country would prevent access to posts in the public sector under the same terms.
- d) To be in possession of a PhD.

These eligibility requirements must be fulfilled by the application deadline, proof of which may be required at any stage of the application procedure. The fulfilment of these conditions must continue to be in effect on the date that the contract is signed.

Accreditation of sufficient knowledge of Catalan for teaching purposes

Decree 128/2010, of 14th September, on the accreditation of lecturers' language knowledge in universities within Catalonia's university system states that university lecturers must have certified that they have sufficient knowledge of both spoken and written Catalan, as necessary for the demands

of their academic responsibilities. At the time of signing the contract, the selected candidate can choose between certifying their knowledge of Catalan or adjourning this certification for up to a maximum period of two years. Accrediting this language competence and participating in the training events necessary to achieve and maintain it forms part of the statutory, assessed obligations of teaching staff.

In cases where subjects are taught in other languages, language training in Catalan and Spanish is recommended so that teachers can interact with students, teaching and research staff and administrative and service personnel in any of the working languages and to be able to attend to the language rights of the university community. This training is also recommended as at some point teachers may be assigned subjects taught in Catalan or Spanish, after the first two years of the contract starting, and a sufficient knowledge of the language will need to be certified.

This accreditation corresponds to that established by Decree 128/2010 of 14th September. For further information go to the Languages at UPF website:

<https://www.upf.edu/web/llengues/acreditacio/acreditacio-professors>

Selection criteria

1. Academic qualifications: 1-5 points
2. Professional experience/Profile fit: 1-5 points
3. Additional merits: 1-5 points

The minimum number of points required to pass the recruitment procedure is: 3 points on each criteria.

Selection committee

The selection committee's working methods will adhere to the legislation of the Pompeu Fabra University commissions (Board of Governors' Agreement of 9th December, 2020) about delivering online sessions, requiring these sessions to be conducted in a synchronous manner. What is not covered by this legislation will be provided for by Law 27/2010 of 3rd August, on legal standards and public administrative proceedings in Catalonia, notwithstanding the fundamental rules established in Article 17 of Law 40/2015 of 1st October on legal standards in the public sector.

In sessions where candidates must participate in person, it is essential that they attend and the presence of the committee secretary must at least be assured. In the event that a candidate is registered as residing outside Catalonia, or if justified circumstances prevent their attendance, they can ask the committee secretary if they can participate online. The secretary can allow this as long as it does not affect the equal participation or conditions for candidates in sitting the tests nor in the committee's assessment.

The **selection committee** will be made up of:

PRESIDENT: Marco Madella

COMMITTEE MEMBER: Simone Ventura

SECRETARY: Carla Lancelotti

Substitute committee

PRESIDENT: Santiago Zabala

COMMITTEE MEMBER: María Morrás

SECRETARY: Daniele Cozzoli

Processing unit

Academic Management Unit of Humanities

Application period

The deadline for applications is 5 calendar days from the day following publication of the announcement on Pompeu Fabra University website:

<https://www.upf.edu/web/humanitats/convocatories-obertes>

Application submissions including relevant documents accrediting any merits under consideration

Documentary proof of the qualifications required and any merits under consideration must be submitted together with applications. If copies are submitted, the corresponding original documents may be requested at any stage of the application procedure.

To apply for this position, applications can be submitted via Plataforma Interfolio, using the email address which will be published on the Pompeu Fabra University website when the announcement is made.

Publication of administrative proceedings for this recruitment procedure

All administrative proceedings for this recruitment procedure will be published on Pompeu Fabra University website (<https://www.upf.edu/web/humanitats/convocatories-obertes>) and this publication will constitute a formal notification, in accordance with Article 45.1.b) of Law 39/2015 of 1st October, about common administrative procedures of all public administration departments.

Once the post announcement has been published, the publication dates of the provisional list of accepted and rejected applications will be made public on this same website. Upon publication of the provisional list of accepted and rejected applications, an allegation period of 2 calendar days will begin, starting from the day following publication of this provisional list.

With the publication of the provisional list of accepted and rejected applications, the publication date of the definitive list of accepted and rejected applications will be announced.

Together with the publication of the definitive list of accepted and rejected applications, the approximate publication dates for the provisional choice of candidate and the rector's resolution on the adjudication of the contract will be announced.

Provisional choice of candidate

Upon publication of the provisional choice of candidate by the selection committee, an allegation period of 2 calendar days will begin, starting from the day following publication of this provisional choice of candidate.

Resolution on the adjudication of the contract

The recruitment procedure will conclude with the rector's resolution on the adjudication of the contract.

To contest this resolution, and if the administrative route has been exhausted, interested persons can bring a judicial appeal before the Barcelona Judicial Court (Jutjat Contenciós Administratiu de Barcelona) within a period of two months from the day following publication of this resolution. Those concerned can also bring an appeal for review before the Rector within a period of one month from the day following publication of this resolution, in which case a judicial appeal is not permitted until the discretionary appeal for review has been resolved or until the appeal has been deemed unsuccessful due to no notification or communication being received by the appellant.

Signing of the contract

Before signing the contract, candidates must have reliably proven that they fulfil all the eligibility requirements, providing the original documents as required by the University.

General Data Protection Regulation

1. In compliance with the provisions of the General Data Protection Regulation (EU) 2016/679, Pompeu Fabra University is responsible for personal data provided by participants in this recruitment procedure, as it is for all other documentation which may be submitted and, if applicable, that which is generated as a consequence of participating in this recruitment procedure.
2. This data will be used for the purposes of following the recruitment procedure stated in the application and recruitment regulations for the post. That is, in order to carry out all procedures relating to accepting or rejecting aspiring candidates, attending to possible complaints, verifying the personal data submitted by candidates, administering tests and exercises and making evaluations during the competitive stage.

The processing of personal data will not, under any circumstances, involve any automated decision-making or profiling.

All personal data processed, including image and voice if applicable, will be stored for the purpose of dealing with any appeals or complaints, in accordance with the terms established in the regulatory framework and in accordance with the regulations regarding personal files.

3. The legal basis for data processing is legal obligation. The University will process data in accordance with Articles 48 to 54 and 62-64 of constitutional Law 6/2001, of 21st December, on universities; Articles 45 to 51 and 63 of Law 1/2003, on universities in Catalonia and all other governing legislation. Data will be processed according to this legal obligation and in order to carry out precontractual measures on behalf of interested persons.

4. Personal data will be processed by Pompeu Fabra University. Auxiliary services will be used, supplied by information society companies with which contracts have been previously signed, thereby preserving the privacy of the data submitted. Data may also be processed by third parties involved in the selection process by virtue of being members of or advisors to the Selection Committee, upon signing a confidentiality agreement.

In compliance with the provisions of Law 39/2015, of 1st October, on the common administrative procedures of public administrations, and Law 19/2014, of 29th December, on transparency, access to public information and good governance, lists of accepted candidates that pass a particular test may be published on the University website, identified by their given name(s) and family name(s) plus four digits from their ID. The list of candidates who are rejected or do not pass a particular test may be published on the University website, identified by four digits from their DNI, NIE, Passport or ID Card.

Data will not be transferred to third parties without prior consent, except in cases provided for by law.

5. Pompeu Fabra University may take photographs, capture and record the image and voice of participants in the implementation of practical tests and interviews, reproduce and use the images (photographs and/or recorded videos), free of charge, by any procedure or medium, in order to settle the selection process. The above, with the sole exception and limitation of uses or applications that may infringe on the right to honour under the terms of constitutional Law 1/1982, of 5th May, on civil protection of the right to honour, personal and family privacy and image.

6. Participants may exercise their rights of access, rectification, objection, deletion, restriction and portability following the procedures described at <https://www.upf.edu/web/proteccio-dades/drets>. They may contact the University data protection officer (dpd@upf.edu) for matters concerning their personal data. They are entitled to lodge an appeal with the Catalan Data Protection Authority (<http://apdcat.gencat.cat>).