

RESOLUTION of the Vice-Chancellor of Research of Public University of Navarre no **925/2022**, of 13 May, calling a selection process to hire researching staff to carry out the Research Project “G9MISSIONS”.

As of 12 May 2022 the Research Service requests to call a selection process to hire research staff as Project Assistants to carry out the Research Project “G9MISSIONS”. Ms Miren Gurutze Pérez Artieda, Associate Professor (tenured) member of the Engineering Department at Public University of Navarre, is the researcher in charge.

Having regard to the report-proposal from the Head of the Staff Management Section, which has been approved by the Head of the Human Resources Service.

In exercise of the powers vested by Resolution of the Chancellor of Public University of Navarre no 1420/2019, of 3 July, which approves the general structure of the governing council and determines their functions,

I HEREBY DETERMINE:

One.- The approval of the call for selection process to hire as researching staff to carry out the Research Project “G9MISSIONS”, as well as its rules.

Two.- To communicate this resolution to the members of the Selection Committee and the Research Service.

Three.- To command the publication of this resolution on the webpage of the University. Pamplona, 13 May 2022. Francisco J. Arregui San Martín. Vice-Chancellor for Research.



CALL OF SELECTION PROCESS TO HIRE RESEARCH STAFF TO CARRY OUT THE RESEARCH PROJECT TO CARRY OUT THE RESEARCH PROJECT “G9MISSIONS”

This call shall be governed by the following

RULES

1.- GENERAL INFORMATION

-Purpose of the call: the purpose of this call is to select staff to be hired afterwards to carry out the Research Project “G9MISSIONS”.

-Professional category: Project Assistant, largely a researcher in nature.

-Tasks to carry out: support to execute the project:

- Coordination of activities.
- Booking of rooms.
- Gathering of information to prepare programmes.
- Coordination of payments.

-Type of contract: in agreement with the provisions established in the Additional Provision Five of Royal Decree-Law 32/2021, of 28 December, the hiring will take place under the fixed-term contract modality, intended for executing actions of the Plan for Recovery, Transformation and Resilience, or for executing temporary programmes with funds coming from the European Union, only during the time required to execute the project.

-Estimated duration and type of working day: its estimated duration will be 4 months part-time. This duration must be considered as a guideline. It depends on the funding defined on Additional Provision Five of the Royal Decree-Law 32/2021. Under no circumstances will its duration be longer than the necessary time to execute the project.

-Payment: that established on the Annex to the Regulations to hire Research Staff of Public University of Navarre, approved by agreement of the Governing Council on 3 May 2017, amended by agreement of Government Council of 12 April 2022, updated to 2022.

Payment of salaries may take place after meeting the goals established on the project or contract. This payment shall require as proof a final report of the project or contract written by the person in charge and a budget provision.

-Funding: the Research Project “G9MISSIONS” of the call HORIZON-MSCA-2022-CITIZENS-01 – 101061455, is funded by the HORIZON EUROPE Programme of the European Union.

-Publication places: Any act and resolution arising from this call shall be published on the web page of Public University of Navarre.

2.- APPLICATION REQUIREMENTS

2.1.- In order to be accepted to the selection process, applicants must meet the following requirements:

a) To have Spanish nationality, or that of one of the member states of the European Union, to be a national of a State included in the application scope of the International Treaties held by the European Union and ratified by Spain, which accept free flow of workers.

The spouse of a person of Spanish nationality, of one of the other member states of the European Union and one of a national of a State included in the application scope of the International Treaties aforementioned can also apply, provided they are not separated, as well as their descendants and their spouse's, provided they are not separated, under 21 or over 21 who live at their expense.

Likewise, foreigners who are nationals of countries not included in previous paragraphs with legal residence in Spain may access as staff at service of Public Administrations. Foreigners not living in Spain may apply provided they meet the participation requirements. In this case, the hiring shall depend on obtaining the necessary permits indicated in the immigration regulations.

b) To be of age and not have yet reached retirement age.

c) Degree official diploma, Bachelor's, Technical Architecture, Technical Engineering or any other degree that the corresponding Education Ministry has decided are included in level 2 (degree level) of the Spanish Qualification Framework for Higher Education (MECES).

In the case of degrees obtained abroad, the applicant must have the document which certifies its recognition or, if necessary, the corresponding equivalence certificate. This requirement shall not be applicable for applicants who have obtained validation for their professional qualification, in the area of regulated professions, under the provisions of European Law.

d) To not suffer from illness or physical or psychological disability which prevents the implementation of the functions corresponding to the positions offered.

e) To not have been expelled from service for any Public Administration through disciplinary proceedings, or not be disqualified to perform public functions by final judgement.

2.2.- The requirements established above must be met before the end of the deadline to submit applications and maintain them upon recruitment.

3.- APPLICATIONS

The applications must be submitted within 15 working days after the publication date of this call on the web of Public University of Navarre.

The **application** to this selection process shall be **telematic** through the On-line office of Public University of Navarre, in the following link:

<https://sedeelectronica.unavarra.es/sede/catalogo-de-procedimientos/todos/pruebas-selectivas-personal-investigador+>

Click on “**Iniciar trámite**” (Start procedure)

In the field “**Anexar ficheros**” you must attach the following documents for each category of position:

- Application form.
- Photocopy of the ID card, Spanish ID card for foreigners or passport.
- Photocopy of the degree required in the call.
- Photocopy of the academic record, specifying the average grade.
- Curriculum vitae with all the proof of merits deemed appropriate.

The application form can be found is in this link:

<http://www2.unavarra.es/gesadj/registroGeneral/instancias/recursos-humanos/contratacion-personal-investigador.pdf>

4.- ACCEPTANCE OF APPLICANTS

4.1.- After the deadline to submit applications is finished, the provisional list of accepted and non-accepted applicants, indicating the reason for non-acceptance. In the case that all applicants are accepted, this list shall be approved as the final one.

4.2. Notwithstanding the provisional non-acceptance on grounds of not submitting the documents that rule Three mentions, submitting the application after the established deadline or not meeting the necessary requirements to occupy the position applied for shall be reasons for irremediable non-acceptance.

4.3.- Those applicants not accepted and omitted may pursue claims and amend, if it be the case, the errors they may have made within the 5 working days after the publication of the provisional list. Applicants who, within the stated deadline do not amend the non-acceptance shall be ultimately excluded from the process.

4.4.- Once the claims and amendment period has finished, the final list of accepted and non-accepted applicants shall be published.

4.5.- Including applicants in the list of accepted to the selection process, as well as in the list of people who have passed the selection process rule 6.2 mentions, does not imply in any case that the University acknowledges that they meet the general or specific requirements stipulated on the rules of the call. The certification and verification of these requirements shall take place for those applicants who are to be hired, who must submit the original documents when they sign the contract.

4.6.- Inaccuracy, misrepresentation or omission of the original documents – related to those submitted together with the application form – shall forbid the signing of the contract and shall mean exclusion from the hiring list, in agreement with the declaration signed by the applicant.

5.- SELECTION PROCESS

It shall consist of the assessment of the merits of the candidates in agreement with the submitted documents and based on the scale attached as Annex I.

Only the merits submitted before the end of the deadline to submit applications shall be considered. Those obtained subsequently shall not be considered. In no case shall the Selection Committee take for granted the submission of a merit which has not been mentioned or formally submitted, nor shall it grant for each of the sections a higher result than the maximum stipulated.

All mentioned merits must be submitted through any legally valid means.

Each of the members of the Selection Committee shall assess the merits of the applicants. The arithmetic mean of the points granted to each applicant shall be their final result.

6.-RESOLUTION OF THE SELECTION PROCESS

6.1. Once the assessment of the merits submitted by the applicants is finished, the Selection Committee shall communicate the Vice-Chancellor of Research the list with the applicants who have passed the selection process, indicating the obtained results.

6.2. The Vice-Chancellor of Research shall declare the list of applicants who have passed the selection process approved. This list shall be published on the web page of the Public University of Navarre.

6.3. The hiring list generated in this call shall be in force for three years following the day after publication.

As long as it is in force, this list may be used when the need arises to hire staff of the same category and nearly equal functions, for a project, contract, agreement, lecture, funds of the institute or research group, respecting at all times the order of preference.

6.4. Those applicants included in the hiring list generated in this call who accept a contract shall not be offered to be hired to perform any other position, unless 15 or fewer days are left before the end of their contract.

7.- SELECTION COMMISSION

- Chairperson: Dr Ms Begoña Pérez Eransus, Associate professor (tenured) member of the Sociology and Social Work Department, by delegation of the Vice-Chancellor for Research.
- Secretary: Dr Ms Miren Gurutze Pérez Artieda, Associate Professor (tenured) member of the Engineering Department at Public University of Navarre.
- Member: Dr Ms Lucía Martínez Virto, Associate professor (tenured) member of the Sociology and Social Work Department.

SUBSTITUTE SELECTION COMMITTEE

- Chairperson: Dr David Benito Pertusa, Full Professor at University, member of the Department of Electrical, Electronic and Communication Engineering.
- Secretary: Dr Ms Idoya San Martín Biurrun, Associate Professor member of the Department of Electrical, Electronic and Communications Engineering.
- Member: Dr Ms Silvia Díaz Lucas, Associate Professor member of the Department of Electrical, Electronic and Communications Engineering.

The decisions of the Committee shall abide in all cases by the provisions established on Law 39/2015, of 1 October, of the Common Administrative Procedure of Public Administrations, and on Law 40/2015, of 1 October, of Legal System of the Public Sector. For the purpose of communications and further matters, the Selection Committee shall be based on the Administration and Management building of Public University of Navarre.

8.- PERSONAL DATA PROTECTION

Participation of interested parties in processes called by Public University of Navarre regarding staff management shall entail data processing. The entity in charge of the data processing is Public University of Navarre itself.

This processing shall be implemented in agreement with the relevant regulations, that is, the General Data Protection Regulation (EU) 2016/679 and Organic Law 3/2018, of 5 December, on Data Protection. The description of data processing is available at the Processing Activities Registry (Registro de Actividades de Tratamiento), published on <http://www.unavarra.es> under "HUMAN RESOURCES".

Those affected by data processing are mainly applicants of selection processes and UPNA staff. Data processed are name, surnames, ID card no, academic and professional information as well as, occasionally, bank or social security information or any other necessary for the following purpose.

The purpose justifying data processing is to deal with selection, mobility and administrative procedures, certifications or any others related to the competence of UPNA in the matter of Human Resources.

Said purpose is a legitimization of public interest or power, as established on article 6.1.e) or Data Protection Regulation. Its legal foundations are, among other staff regulations, the Legislative Royal Decree 5/2015, of 30 October, approving the consolidated text of the Public Employee Basic Statute Act and, if necessary, the Regional Legislative Decree 251/1993, of 30 August, approving the Consolidated Text of the staff employed in the Public Administration of Navarre.

The rights of the interested parties on access, amendment, elimination, opposition and portability, related to the corresponding processing activities, may be exercised before

delegado.protecciondatos@unavarra.es in agreement with articles 11 to 18 of the Data Protection Law. In the case of dissatisfaction, you may resort to the Spanish Data Protection Agency on the domain <https://www.aepd.es/>

9.- APPEALS

Appeal for reversal against the acts decided by the Selection Committee can be lodged before the Chancellor within one month following the day of publication or notice of the appealed act.

In agreement with the provisions established in the current regulations, one of the following appeals may be lodged against this call, its rules and application acts thereof not arising from the Selection committee:

- a) Appeal for reconsideration before the Chancellor within one month following the day of notice or publication of the act or agreement.
- b) Administrative appeal before the Administrative Court of Navarre within two months following the day of publication or notice of the act or agreement.

ANNEX I

Selection scale

SCALE TO USE AND/OR TESTS TO CARRY OUT		
SECTION 1: Degrees	Points	20
<p>- Holders of a university degree in the Communication, Humanities or Cultural Management areas will be granted 10 points. 5 points will be granted for other university degrees. Maximum 10 points.</p> <p>- Holders of a Master's degree:</p> <ul style="list-style-type: none"> ✓ Related to cultural management, 10 points will be granted. ✓ Related to scientific dissemination, 8 points will be granted. ✓ Related to communication, 6 points will be granted. <p>Up to 5 points will be granted to holders of a Master's degree other than the aforementioned ones. Maximum 10 points.</p>		
SECTION 2: Languages	Points	5
<p>- English language: it will be assessed according to the levels stated on CRUE Spanish Universities: 10 point for B1 level, 2 points for B2 level and 3 points for C1 level or higher. Maximum 3 points.</p> <p>- Basque: It will be assessed: 1 point for B1 level and 2 points for B2 level or higher. Maximum 2 points.</p>		
SECTION 3: Additional training and work experience	Points	10
<p>- Training: 2 points will be granted for each training certificate of over 10 hours on topics related to cultural management, event planning, scientific dissemination, European projects.</p> <p>- Work experience: 2 points will be granted for each month the candidate has worked in the cultural management, scientific dissemination, communication or European projects areas.</p>		

The minimum score required to pass the selection process will be 15 points.

The ties that occur in the final result of the selection process will be settled in favour of those who obtain the highest score in SECTION 1. With equal scores, by those who obtain the highest score in SECTION 3. Should the tie persist, the selection process will be decided by drawing lots.