

RESOLUTION of the Vice-Chancellor for Research of Public University of Navarre no **2283/2023**, of 27 October, calling a selection process to hire researchers through a scientific-technical activity contract linked to carrying out the Research Project “DIABFRAIL-LATAM”. Scalling up of an evidence based intervention programme in older people with Diabetes and Frailty in Latin America”.

As of 20 October 2023 the Research Service requests to call a selection process to hire research staff as Project Assistants (*Ayudante de Proyecto*) through a scientific-technical activity contract linked to the Research Project “DIABFRAIL-LATAM. Scalling up of an evidence based intervention programme in older people with Diabetes and Frailty in Latin America”. Mr Mikel Izquierdo Redín, Full University Professor, is the researcher in charge. He is a member of the Department of Health Sciences.

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 1306/2023, of 20 June, which approves the general structure of the governing council and determines their functions,

I HEREBY DECIDE:

One.- The approval of the call for a selection process to hire researching staff through a scientific-technical activity contract linked to carrying out the Research Project “DIABFRAIL-LATAM”, as well as its rules. Scalling up of an evidence based intervention programme in older people with Diabetes and Frailty in Latin America”, 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 electronic notice board of the University and in the Official Gazette of Navarre.

Pamplona, 27 October 2023

Francisco J. Arregui San Martín
Vice-Chancellor for Research

CALL OF THE SELECTION PROCESS TO HIRE RESEARCH STAFF TO CARRY OUT THE RESEARCH PROJECT TO CARRY OUT THE RESEARCH PROJECT “DIABFRAIL LATAM. SCALLING UP OF AN EVIDENCE BASED INTERVENTION PROGRAMME IN OLDER PEOPLE WITH DIABETES AND FRAILITY IN LATIN AMERICA”

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 through a scientific-technical activity contract linked to carrying out the Research Project “DIABFRAIL-LATAM”. Scalling up of an evidence based intervention programme in older people with Diabetes and Frailty in Latin America”.

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

- Tasks to carry out: to collaborate with the analysis of the results of the clinical trial; to take part in the development of dissemination material; to take part in the drafting of articles including the results obtained; to coordinate and support technically the elaboration of presentations with the results; to collaborate in the dissemination of the clinical trial results and to take part in the scaling of the research project, trying to get the competent authorities involved in order to develop the intervention in the community health scope.

-Type of contract: in agreement with the provisions established in article 23 bis of Law 14/2011, of 1 June, on Science, Technology and Innovation, the hiring shall be implemented through a scientific-technical activity contract.

-Duration: indefinite, linked to the Research Project “DIABFRAIL-LATAM”. Scalling up of an evidence based intervention programme in older people with Diabetes and Frailty in Latin America”.

-Type of workday: full time.

-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. 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 programme H2020 of the European Union.

-Publication places: Notwithstanding the publication of the call on the Official Gazette of Navarre, any act and resolution arising from this call shall be published on the electronic notice board 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) Official Bachelor's Degree in Physical Activity and Sport Science or Physiotherapy.

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 application submission deadline is 10 working days following the publication of this call on the **Official Gazette 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**” (Attach files) 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 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 electronic notice board of 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 Mr Mikel López Sáez de Asteasu, Associate Professor member of the Department of Health Sciences, by decision of the Vice-Chancellor of Research..

Secretary: Dr Mr Mikel Izquierdo Redín, University Professor member of the Department of Health Sciences.

At-large member: Dr Mr Miguel Barajas Vélez, Associate professor (tenured) member of the Department of Health Sciences.

SUBSTITUTE SELECTION COMMITTEE

Chairperson: Dr Mr Roberto Aguado Jiménez, Associate professor (tenured) member of the Department of Health Sciences.

Secretary: Dr Ms Milagros Antón Olóriz, Associate Professor (tenured) member of the Department of Health Sciences.

At-large member: Dr Mr Robinson Ramírez Vélez, Associate professor (tenured) member of the Department of Health Sciences.

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, 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

Five.- This resolution, in agreement with the provisions established on article 38.4 of the Organic Law 2/2023, of 22 March, of Universities, exhausts the administrative procedures, against which, optional administrative appeal for reconsideration may be filed before the Chancellor or, directly, administrative appeal before the Administrative Court of Navarre within one month in the first case and two months in the second case, always following the day it is published.

ANNEX I

Selection scale

SCALE TO USE AND/OR TESTS TO IMPLEMENT		
SECTION 1: Academic record	Points	20
The academic record of the required degree shall be assessed proportionally up to 20 points.		
SECTION 2: Work experience and further education	Points	10
Experience proved through contracts or grants related to the activities to carry out (physical exercise prescription for elderly people, risk of falling, chronic diseases) in this call: up to 4 points for year of contract. Periods shorter than one year shall receive the proportional corresponding points. Candidates with a Master's degree related to physical activity and life quality of adults and elderly people shall be granted 5 points. Candidates with a Master's degree related to research in health sciences, 5 points. Candidates who have passed training courses about physical exercise prescription for elderly people shall be granted 2 points for every 10 class hours, up to a maximum of 5 points.		
SECTION 3: Languages	Points	20
Basque skills: These skills shall be valued according to the levels established on Resolution 210/2010, of 13 September, by the Managing Director of the Institute of Public Administration of Navarre with 2 points (A2 level), 4 points (B1 level), 8 points (B2 level) and 10 points (C1 level or higher). English skills: They will be assessed according to the levels stated on CRUE Spanish Universities, with 2 points (A2 level), 4 points (B1 level), 8 points (B2 level) and 10 points (C1 level or higher).		
SECTION 4: Personal interview	Points	10
The 3 candidates with higher number of points in the previous sections shall go through a personal interview with the members hiring commission. In the interview, the capacity of the candidate to perform the activities to be developed throughout the contract object of this call shall be assessed.		

The minimum score required to pass the selection process will be 20 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 2. With equal scores, by those who obtain the highest score in SECTION 4. If the tie persists, the selection process will be resolved by lottery.