



The Pere Virgili Institute (IISPV) is a public sector institution that promotes and develops the research of the Hospital Universitari of the Tarragona Joan XXIII, the Hospital Universitari Sant Joan de Reus, Hospital Tortosa Verge de la Cinta, the mental health Pere Mata Institute and the Universitat Rovira i Virgili.

Job title: **Assistent a la direcció**

Organisation and recruiting unit: **Institut d'Investigació Sanitària Pere Virgili (IISPV)**

JOB DESCRIPTION

- **Education and qualification:**

Required:

Estudis en l'àmbit de dret, relacions laborals, administració i direcció d'empreses, empresarials o relacionat.

- **Experience and Knowledge:**

Required:

Competències de treball en equip

Català, castellà i anglès (es valorarà molt positivament un alt coneixement de la llengua anglesa).

Es valorarà experiència en llocs similars o desenvolupant tasques similar (descripció lloc de treball a continuació)

- **Main responsibilities and duties:**

Desenvolupar les accions i gestions encomanades per al direcció de l'Institut.

Actualització i manteniment de documentació

Elaboració de la memòria anual

Suport en el desenvolupament de la estratègia en matèria laboral (HRS4R)

Suport en la gestió de la documentació en matèria de protecció de dades, transparència i compliance.

Revisió de convenis i contractes

Suport a totes aquelles tasques assignades per la Direcció.

INTERNATIONAL CALL IC36-20



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- **Labour conditions:**

Full-time position (37,5h/week)

Starting date: 1 desembre 2020

Length of the contract: temporal

Gross annual salary: 22.500 €

Workplace: Institut Investigació Sanitària Pere Virgili

Application procedure and deadline:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference IC36-20 to the following email addresses: curriculum@iispv.cat before December 15th 2020.



HR EXCELLENCE IN RESEARCH
In 2015 the IISPV obtained the European HR Accreditation and official seal on HR Excellence, as well as the approval of the 2015 Action Plan by the European Commission. This recognition demonstrates that the IISPV complies with the general principles of the [European Charter for Researchers](#) and the Code of Conduct for the Recruitment of Researchers (Charter and Code), and gives full support to its commitment to the improvement of policies and internal

OTM-R: Open, Transparent and Merit-based Recruitment (OTM-R)

Policy equal opportunities IISPV (www.iispv.cat)

Contact Details:

Human Resources. Institut d'Investigació Sanitària Pere Virgili. curriculum@iispv.cat

The recruitment will be carried out in accordance with the provisions of article 15 of Royal Legislative Decree 1/1995, of March 24, which approves the revised text of the Workers' Statute Law, in accordance with which has the art 2 of Royal Decree 2720/98, of December 18 (O. of January 8, 1999), Law 12/2001, of July 9 (O. of July 10) and concordant provisions.

The principle of equal treatment for men and women, in accordance with article 14 of the Spanish Constitution, is taken into account, Directive 2006/54/EC of the European Parliament and the Council and the provisions of Organic Law 3/2007, of March 22, and Law 17/2015, of July 21, for the effective equality of men and women.

The universal accessibility of people with disabilities is considered in accordance with Legislative RD 1/2013, of November 29, which approves the Revised Text of the General Law on the rights of people with disabilities and their inclusion social, making special reference to articles 35 and following where the guarantees of the right to work are regulated.