

## VACANCY ANNOUNCEMENT IC48\_24

### NAME OF THE JOB

ELISAH RESEARCH OFFICER

### JOB DESCRIPTION

The chosen person will have to carry out, mainly, these tasks:

The ‘European Linkage of Initiative from Science to Action in Health’ (ELISAH), a co-funded project by the European Union, designed to complement the implementation of the joint on ‘Cancer and other noncommunicable diseases prevention – action on health determinants’ led by the Member States, and aims to fill the gap between the vast amount of published results, the lack of knowledge about the distribution of risk factors in the population and the need for research implementation to translate scientific evidence into population health improvement. In the context of the ELISAH project, the ‘High resolution Study on the Prevalence of Risk Factors in Breast Cancer Patients’ will be carried out. In this study, the selected candidate will perform the following tasks:

- Review of clinical records to select study core and high resolution variables of the study
- Data entry of the study variables
- Data quality control of the study variables
- Provide support to the project manager in data transfer
- Attend the study meetings of the project

Co-funded by the European Union under Grant Agreement number 101128640.



## **PROFILE OF THE CANDIDATE**

- Bachelor's degree in the field of Medicine, Biomedicine or Nursing
- Complementary training related to the cancer research field, or similar, and cancer registration in particular

## **REQUIREMENTS**

- Competence and experience with electronic patient record: SAP, HC3
- Competence and experience with database management
- Experience in the field of cancer registration
- Knowledge of office automation (Microsoft Office) especially Excel, advanced level
- Teamwork skills, ability to work independently, organisation, friendliness, dynamism, versatility, rigour, responsibility and confidentiality

## **IT WILL BE VALUED**

- Ability for personal relationships.
- Capacity for continuous learning, flexibility and adaptability.
- Commitment to quality, to the optimization of resources and to the achievement of results
- Previous experience in similar projects
- Ability to identify and solve problems and challenges

## **WORKING CONDITIONS**

- Type of working day: Full-time.
- Physical place of work: University Hospital Sant Joan of Reus
- Contract: Indefinite of scientific-technical activities linked to the ELISAH project Co-funded by the European Union (duration aprox. 16 months)
- Remuneration: 25.000€ - 26.000€ gross per year
- Approximate incorporation: 4 of November of 2024

## SELECTION PROCEDURE

- Selection of CVs: Suitable and unsuitable CVs will be identified according to the requirements. Applicants who do not meet the requirements indicated in the point profile of the person and requirements will not move on to the next phase.
- CV assessment Assessment of CVs up to a maximum score of 40 points.
- Written letter of motivation: Attach to the CV a letter of motivation with a maximum length of 2500 characters with spaces. With a maximum score of 10 points.

To access the interview phase, it is necessary to have obtained a minimum score of 30 points in the sum of the scores of the assessment of the CV and motivation letter.

- Personal interview. With a maximum score of 50 points.

Items	50
Attitude	10
Fit in the workplace	10
Experience, functions developed/skills	20
Teamwork	10

The selected person must have obtained a minimum score of 70 points in the sum of the scores of the assessment of all phases of the selection procedure.

## SELECTION COMMITTEE

- President: Jaume Galceran (Group Leader)
- Member 1: Marià Carulla (Principal Investigator)
- Member 2: Francina Saladié (Principal Investigator)

SUBSTITUTES:

- President: Cristina Miracle (Principal Investigator)
- Member 1: Alberto Ameijide (Principal Investigator)

- Member 2: Josep Gumà (Project Assessor)

### **CANDIDACIES**

- The CV must include the DNI/NIE number or personal identity document
- Send your CV and Motivation Letter through the IISPV website  
<https://www.iispv.cat/treballa-amb-nosaltres/>

For any doubts or questions: [recruitment@iispv.cat](mailto:recruitment@iispv.cat)

### **DEADLINE FOR RECEIPT OF CV 10/10/2024**

### **COMMUNICATIONS**

The IISPV will inform candidates through the website if they have been admitted or excluded from accessing the interview.

### **HR EXCELLENCE IN RESEARCH**

The IISPV will guarantee the right to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination. in accordance with Articles 9.2, 10, 14 and 49 of the Spanish Constitution and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain.

In the event of a tie, priority will be given to hiring the person with a disability.

In the event of a tie between people of different genders, the person of the least represented gender in the work group/department/service in which they join will be hired.

The IISPV has the European accreditation The Human Resources Strategy for Researchers (HRS4R), complies with the general principles of the European Charter for Researchers and the Code of Conduct for the recruitment of researchers.

CHANGE CONTROL		
Date	Review	Modifications
03-07-24	00	Document creation