

## RECRUITMENT OF TEMPORARY STAFF MEMBERS FOR EUROPEAN PROJECTS

### GENERAL BASIS

#### 1. Object and general provisions

These provisions set out the fundamental conditions of selection processes concerning the recruitment of temporary staff hired specifically for European R+D projects.

This recruitment process shall require the publication of a vacancy announcement through a Job Listing in 2 different websites.

All new temporary staff members will be selected through the publication of these Job listings.

Unless otherwise indicated, the selection processes will be guided by the *National Collective Agreement related to private education*.

The type of contract and remuneration shall be specified in each job description.

#### 2. Requirements for applicants

In order to be considered for the selection process, all candidates must meet the defined requirements in the job description, which are as follows:

- Being at least 18 years old and not having reached retirement age.
- Having the degree that is specific for each job description. In case of qualifications obtained abroad, it would be necessary to submit a proof that the degree has been successfully completed.
- Having the skills and professional experience necessary and desirable to develop the functions of the position to be filled.

Other specific requirements can be reflected in the job description, in conformity with project and corporate standards.

#### 3. Application

Those applicants that meet the requirements and are interested to be considered for a selection process must submit the required documents within 15 calendar days.

This period shall start the day after the listing of the job description on both the website of the Institute of Advanced Architecture of Catalonia and Euraxess.

When the job application has been published, the rest of announcements will be

published on the website of the Institute of Advanced Architecture of Catalonia.

#### **4. Documents:**

Applications for the vacancies are to be made online. Applicants will be required to upload the following documents:

- Valid copy of the NIF, NIE or passport. (International applicants from outside the EU will need to demonstrate their eligibility to work in Spain).
- Copy of the (highest) degree and/or proof that the degree has been successfully completed.
- Copy of complementary training courses required for the post.
- Curriculum Vitae.

Complementary training courses must be accredited by an educational and/or professional body nationally or internationally recognised. Otherwise, these courses will not be taken into consideration for the selection process.

#### **5. Selection procedure**

- Only candidates who fully meet the required qualifications for the position, as specified in the job description, may be short-listed for the post.
- Assessment of the curriculum vitae: Training, experience and merits that match the requirements of the job will be evaluated and scores given for each section.
- Interview. Under the criteria of the person in charge of carrying out the selection process, an interview with the short-listed could be conducted. However, interviews might not be mandatory if the selection committee values the CV of a candidate as ideal for the post.
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#### **6. Resolution**

The scores of the candidates will be published on the IAAC website when the selection process is finished.

The person with the highest score will be appointed for the job.

It is the responsibility of IAAC to ensure the proper and thorough verification of critical information, including academic qualifications, languages, nationality, and detailed reference checks.

## 7. Personal Data Treatment

Applicants consent the use of their personal data in the selection process, under applicable terms, with the provisions of the European Regulation 2016/2017 of April 27 (PDGR), Spanish Organic Law 3/2018 of December 5 (LOPDGDD), Implementing Regulation and other applicable provisions approved.

The INSTITUT D'ARQUITECTURA AVANÇADA DE CATALUNYA (IAAC) is Responsible for the treatment of the Personal Data provide by the Applicant and informs you that these data will be treated in accordance with the provisions of Regulation (EU) 2016/679 of April 27, 2016 (PDGR) and the Organic Law 3/2018 of December 5, for the legitimate interest of the Responsible, providing the following treatment information:

**Purpose of the treatment:** Applicant's Participation in the Job Selection Process, carrying out an analysis of the Applicant's profile in order to select the best candidate for the Job Position Vacancy.

**Data conservation Criteria:** All Personal Data will be kept for a maximum period of one year, after which they will be deleted, guaranteeing total respect for its confidentiality, both during the treatment process and in its subsequent destruction. In this sense, once the aforementioned deadline has elapsed, and if you wish to continue participating in other IAAC's selection processes, please send us your CV again.

**Data Update:** in case of any data modifications, please inform us writing as soon as possible, in order to keep your data properly updated.

**Data Communication:** We will not communicate any of your data to third parties, except for legal obligation.

### **Rights that assist the Applicant:**

- Right to withdraw consent at any time.
- Right of access, rectification, portability and deletion of your data and limitation or opposition to its treatment.
- Right to file a claim with the Control Authority (agpd.es) if it considers that the treatment does not comply with current regulations.

### **Contact information to exercise your rights:**

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