



## JOB OFFER

### Title of the open vacancy

**Data Manager**

### Characteristics

**Internal Reference:** 061/2023

**Summary:** IMIBIC is looking for a qualified professional to carry out scientific and technical tasks related to a research project, based at the Reina Sofia University Hospital. His/her main responsibilities will be technical assistant and data manager of clinical trials of the Rheumatology Service, in the research group GC05. The tasks are related to the project *"Identification of the molecular mechanisms of nonresponse to treatments, relapses and remission in autoimmune, inflammatory, and allergic conditions - 3TR."*

**Career development:** The candidate will receive training in relation to his/her job functions.

**Responsible:** D<sup>a</sup>. Rosario López Pedrera.

**Department / Group:** UGC de Reumatología | GC05. Enfermedades autoinmunes sistémicas-inflamatorias crónicas del aparato locomotor y tejido conectivo.

**Work Place:** IMIBIC, Av. Menéndez Pidal s/n, 14004 Córdoba, Spain.

**Number of open vacancies:** 1.

**Professional group of the vacancy:** Technician.

**Project:** Identification of the Molecular Mechanisms of nonresponse to Treatments, Relapses and Remission in Autoimmune, Inflammatory, and Allergic Conditions - 3TR. This project has received funding from the Innovative Medicines Initiative 2 Joint Undertaking (JU) under grant agreement No 831434 (3TR). The JU receives support from the European Union's Horizon 2020 research and innovation programme and EFPIA.

**Contract financed by European funds:** Yes.

**Conditions:**

<b>Salary</b>	1.579,48 € /month gross salary.
<b>Type of contract</b>	Contract for scientific and technical activities.
<b>Period of time</b>	Indefinite (6 months probation period).
<b>Working time</b>	100% (full time, 40 hours/week).
<b>Foreseen start date</b>	10/2023.

## Main tasks

---

- Support clinical researchers with patient recruitment in 3TR clinical studies.
- Support clinical researchers with patient follow-up in 3TR clinical studies.
- Support clinical researchers with data monitoring and eCRF.
- Coordination of sample logistics: liaising with biobank and reference labs, management, shipping, stock control.
- Participation in 3TR project technical meetings, if needed.
- Support in the scientific and administrative management of the 3TR project: follow-up tasks, leading internal meetings, preparing minutes, oversee time recording, among others.
- Control stock of lab supplies and purchasing.

## Profile

---

### Education:

- University degree in life or health sciences.
- Good Clinical Practice accreditation.

## Requirements

---

### Minimum requirements:

- 1) University degree in life or health sciences.
- 2) Accredited training in Good Clinical Practice (GCP).
- 3) 3 months experience in tasks related to the job offer.

**It is essential to send, together with the CV, the documentation proving that you meet the minimum requirements. Failure to comply with this requirement will mean that the application will not be included in the selection process.**

**Please indicate your NIF/NIE in the email subject. Applications that fail to include NIF/NIE will not be evaluated.**

### Valued merits:

1. Work experience in clinical studies (up to **a maximum of 3 points**):
  - a) Participation in clinical studies performing the tasks related to the job offer (0,25 points every 3 months experience, up to **a maximum of 1,5 points**).

- b) Experience with electronic Case Report Forms. (0,25 points every 3 month experience, up to **a maximum of 1,5 points**).
2. Master in Clinical Trials monitoring or Clinical Research project Management (**2 points**).
  3. Accredited training in Good Laboratory Practice (GLP) (**1 point**).
  4. Accredited level of English minimum B2 (official accreditation or international stay of at least 1 academic course duration, **1 point**).

**To evaluate properly the merits, the candidates should break down in months their professional and other relevant experience. CVs that do not indicate clearly and specifically the number of months of experience or other data related to valued merits will not be evaluated.**

## Selection process

At least **three highest ranked candidates** will be invited for a personal interview to assess the candidate's communication skills, aptitude for the job, and other skills.

Only candidates who fulfil at least 50% of the valued merits may be invited for an interview.

The evaluation of the CV counts max 7 points, and interview **max 3 points**.

After the resolution of the vacancy, and in case the selected person rejects the offer, the Selection and Evaluation Committee may award the contract to the next best-positioned candidate.

## How to apply

### **Required documents:**

Applicants have to include the following documents in their application:

1. Curriculum Vitae\*.

**\*Important:** To evaluate properly the experience, the candidates should **break down in months their professional and other relevant experience**. CVs that do not clearly and specifically indicate the number of months of experience or other data related to valued merits will not be evaluated.

2. Documentation accrediting the fulfilment of the minimum requirements, and of the valued merits (if applicable).



innovative  
medicines  
initiative



IMIBIC



MAIMONIDES BIOMEDICAL  
RESEARCH INSTITUTE OF  
CORDOBA



HR EXCELLENCE IN RESEARCH

## The required documents should be sent:

By email to [personal@imibic.org](mailto:personal@imibic.org).

Please indicate the Internal Reference 061/2023 together with your NIF/NIE in the **email subject**. Applications that fail to include both the Reference and NIF/NIE will not be evaluated.

## Application period:

	Day	Month	Year	Time
<b>Opens</b>	04	october	2023	00.00 h
<b>Closes</b>	13	october	2023	23.59 h

## SELECTION AND RECRUITMENT

IMIBIC's recruitment and selection policy is Open, Transparent and Merit-based (OTM-R), ensuring the recruitment of the most suited person for the job offered, guaranteeing equal opportunities and access for all, making the research career more attractive. We consider that these principles facilitate international mobility of researchers, knowledge sharing, and ultimately, increase quality of research.

The person responsible for this recruitment declares that the person to be hired will not have any employment relationship with the SSPA nor will he/she carry out any healthcare work.

The Maimonides Biomedical Research Institute of Cordoba (IMIBIC) has adhered to the Human Resources Strategy for Researchers (HRS4R) of the European Commission, based on the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code). The HRS4R initiative helps research institutions in the implementation of HR policies that contribute to a transparent, attractive, and open labour market for researchers, allowing for the development of their scientific work in a stimulating and favourable environment.

The Open, Transparent and Merit-Based Recruitment is one of the pillars of the Charter & Code. The objective of OTM-R is to guarantee the recruitment of the best candidate for the job offered, benefiting both the researchers and the institutions. In particular, OTM-R enables attractive research careers, guarantee equal opportunities for candidates, and facilitates mobility. Overall, it contributes to maximise the return of the investment in research activities.

## DATA PROTECTION

In accordance with the provisions of the current regulations on Personal Data Protection (RGPD 2016/679 and L.O.P.D.G.D.D. 3/2018) we inform you that the Responsible is the Foundation for Biomedical Research of Cordoba (FIBICO) with CIF G14825277. At FIBICO we process the information you provide us with the aim of evaluating your CV in order to cover the different job vacancies that arise in our organisation and, therefore, due to a legitimate interest, the data provided may be kept for the management of the call for applications and its administrative responsibilities. The publication of selection processes may be extended by 6 months, in order to ensure knowledge and access by interested parties.

You are reminded that under the provisions of Law 19/2013, of 9 December, on transparency, access to public information and good governance and Law 1/2014, of 24 June, on Public Transparency of Andalusia, the identification data and those necessary for the qualification and rating in calls for employment and / or contracts, may be published in the offices of the entity and its corporate website. You can exercise your rights of access, rectification, cancellation or opposition, etc., by writing to the Entity's contact address: Avenida Menéndez Pidal S/N (Edificio IMIBIC) 14004. [info@imibic.org](mailto:info@imibic.org); Telephone: 957 21 37 00. Data Protection Delegate [DPD@imibic.org](mailto:DPD@imibic.org). More information at [www.imibic.org](http://www.imibic.org). The data will not be passed on to third parties unless legally obliged to do so.



innovative  
medicines  
initiative



IMIBIC



MAIMONIDES BIOMEDICAL  
RESEARCH INSTITUTE OF  
CORDOBA



HR EXCELLENCE IN RESEARCH

*You can contact the Data Protection Delegate at the e-mail address [dpd@imibic.org](mailto:dpd@imibic.org) and you can exercise your right of guardianship before the Spanish Data Protection Agency [www.aepd.es](http://www.aepd.es).*

Córdoba, 04 of october, 2023

**Signed by the responsible**