

Universidad Autónoma de Madrid Resolution effecting a public call for employment for the recruitment of temporary non-civil service employees, by means of a works or services contract, of European type and category, for the research program/project, with reference number MSCA-ITN-956631 at the Universidad Autónoma de Madrid.

## TERMS AND CONDITIONS OF THE CALL

### 1. SUBJECT MATTER OF THE CALL

The selection and recruitment by means of a .full part. works and services contract for a specific duration of a technical assistant for researching, with 37,5 hours per week, within the Universidad Autónoma de Madrid MSCA-ITN-956631. Program/Project, with an estimated duration of one year and possible annual extensions until the maximum of three years with the following responsibilities:

- Design and implementation of enzymatic assays in microfluidic format for functional metagenomics
- Protein expression, purification and characterization
- Supervision of undergraduate and Master's internships
- Elaboration of reports, presentations, publication drafts and materials for scientific communication.

### 2. REQUIREMENTS FOR ADMISSION TO THE CALL FOR EMPLOYMENT

To be admitted for participation in the selection process, the applicants must have at the end date for the submittal of applications, and hold until the moment the employment contract is concluded, the following requirements for participation:

- Nationality:
  - To be a Spanish national
  - To be a national of a Member State of the European Union
  - Whatever the nationality, to have a spouse that is a Spanish national or a national of a Member State of the European Union, unless separated *de facto*.
  - To be a person included within the scope of application of International Treaties for the free movement of workers subscribed by the European Union and ratified by Spain.
  - To be a foreigner, not described by the aforementioned, with legal residence in Spain and with a work permit.
- Age: be at least 16 years old and, where applicable, not to exceed the maximum age for mandatory retirement.
- Skills: To have the necessary functional skills for performing their responsibilities.

- Eligibility: Not to have been separated through disciplinary proceedings from the services of any of the public administrations nor have been declared absolutely or specially unfit for employment or public positions by court order.
- When a national of another State, not to have been declared unfit or similar nor having been subject to disciplinary measures, or equivalent, preventing access to public employment in the same terms, in his/her own State.
- Academic qualifications: To hold the required level of academic education: Master's Degree in Biology, Biotechnology, Microbiology or similar topics obtained between October 2017 and September 2021. For academic degrees or qualifications obtained in a foreign country, applicants will prove that they have the corresponding recognition of the diploma or the homologation certificate, where applicable.

### 3. CALL FOR EMPLOYMENT - APPLICATION FORM

- The deadline for submitting applications will be until the 3rd of June from the day after the date of publication of the call.
- The application will be available at the Website of the Universidad Autónoma de Madrid (UAM), accessing the following link: <https://sede.uam.es/sede/piproyectos>.
- The submission of the application will begin, by clicking on the button "*Iniciar trámite online*" and will consist of three phases: Identification, Complete the application and Registration.

#### -Identification Phase

- For those who already belong to the UAM collective and, therefore, have an email address belonging to the domain "@ uam.es", they must use the "Acceso con usuario y contraseña", of which already have.
- If the applicant does not belong to the UAM group, he will have two options to identify himself:
  - Interested parties who have an electronic certificate, or any other identification system of the Administrative Public Sector through the use of agreed passwords, must use the "Acceso con Cl@ve".
  - The rest of the interested parties who cannot use the previous identification methods may use the UAM Unified Registry of Applicants (RUS). In this registry, your personal data will be collected and you will be assigned an username and password with which you will be able to access the electronic site to submit the application, attach the required documents and check the status of its processing of files. The issuance of the credentials and the inclusion in the RUS do not imply the recognition by the UAM of the fulfillment of the requirements demanded of the interested party, the latter being responsible for the veracity of the information provided. The RUS is available on the internet by accessing the link: [rus.uam.es](https://rus.uam.es)  
Those who access the RUS must follow the instructions in the document "Manual de usuario del RUS" found in the "Área de descargas" (download área) section within "Descripción" to obtain a username and password. Once the registration phase has concluded, and they have an active RUS user, they will access the link where the application is available, starting the process by entering the username and password obtained in the RUS in the "Acceso con usuario y contraseña" (access with username and password)

-Application completion phase:

The applicants will have the instructions to complete the electronic procedure in the "Ayuda" section. The application form will be completed as follows:

- The personal data requested will be included in the " Interesado " section, those highlighted in red being compulsory.
- The following documents will be attached:
  - CURRICULUM VITAE
  - Motivation Letter (maximun 2 pages)
  - Academic transcript from Bachelor and Master Studies

These documents must be submitted in PDF format

-Registration phase.

The application form will be presented in the Electronic Registry of the UAM, so those interested should follow the instructions indicated on the screen in the "Ayuda" section. During the process, they should not leave the Electronic Office, until they receive a message on the screen stating "**Enhorabuena, su solicitud ha sido registrada correctamente**". If you receive this message, you have successfully completed all phases of the application process.

Failure to submit the application in a timely manner will entail the definitive exclusion of the applicant in the selection process.

Material, arithmetic or factual errors that may be noticed may be corrected at any time ex officio, or at the request of the interested parties.

#### **4. PUBLICATION OF THE LIST OF ADMISSIONS AND NON-ADMISSIONS**

Upon expiry of the period for the submittal of applications, the provisional list of candidate admissions and non-admissions shall be published, and a period of at least ten calendar days shall be opened for amendments or allegations. After this period, the final list of candidate admissions and non-admissions to the selection process shall be published on the [Investigar en la UAM](#) webpage.

#### **5. SELECTION SYSTEM, MERITS TO BE ASSESSED AND APPLICATIONS EVALUATION COMMITTEE**

The selection of candidates shall be performed guaranteeing the principles of equality, merit, competence and publicity, as well as objectivity, independence and professional rigour, respecting the confidentiality of the personal data of the candidates, through a merit-based competition.

### 5.1. Composition of the Evaluation Committee:

The assessment shall be carried out by an Evaluation Committee, made up of the following members:

Chairperson: Aurelio Hidalgo

Member: Prof. Wolf-Dieter Fessner

Member: Dr. Simon Charnock

Secretary: Beatriz Portalo Romero

### 5.2. Merits to be assessed

The merit-based competition shall involve the assessment of the different items mentioned below, relative to the responsibilities and activities to be performed in the position offered, which the applicant shall possess by the deadline for the submittal of applications. If the Committee considers it appropriate, the selection process shall include holding an interview with all or some of the candidates.

- Academic and Professional experience: (Up to a maximum of 100 points).
  - Academic records (Bachelor and Master's degree)
  - Prior research experience
  - Theoretical knowledge and practical experience in any of the following: protein expression and purification, enzyme assays, protein engineering, functional metagenomics, molecular microbiology, microfluidics
  - Bioinformatics skills: NGS data processing, R, Python, Labview, homology modelling, docking, molecular dynamics, Pymol, Prism, ImageJ
  - Experience in scientific communication

## 6. AWARDING OF THE POSITION AND CONTRACT CONCLUSION

Upon the end of the selection process, the successful candidate, having proven compliance with the requirements, shall be hired by means of a specific works or services contract subject to the provisions of article 48.1 of the Organic Law regulating universities and article 15 and Additional provision 15 of the Workers' Statute and its regulatory provisions. No contracts shall be concluded in excess of the employment positions offered.

The selected candidate must fulfil the following requirements at the date of recruitment:

- Not to have lived, studied or worked in Spain for more than 12 months in the 3-year period ending in September 2021.
- Not to have been awarded a Ph.D. During the contract, the candidate will be registered as a Ph.D. candidate at UAM.
- Master studies leading to admission as a Ph.D. candidate must have been finalized in the four years prior to September 2021.

If the proposed candidate does not submit the corresponding documentation within the established period, if he/she does not comply with their requirements or renounces the position, it shall be awarded to the next candidate, based on the score obtained during the competition.

The hired candidate shall receive a remuneration of 2.294,60 euros gross salary per month, including the prorating of any extra pays. If the selected candidate meets the European call requirements, he/she could receive 452,20€ gross per month as mobility allowance and 377,10€ gross per month as family allowance.

Under no circumstances, the rendering of services carried out as a consequence of the contract concluded under this call for employment, shall result in its permanent duration, and it doesn't imply any commitments in terms of the subsequent inclusion of the incumbent in the staff of the Universidad Autónoma de Madrid.

The contract shall have a duration of 12 months. The contract could be extended annually until the maximum of three years. In any case, the contract shall be expressly associated to the corresponding research program/project and it shall be terminated with it in case of completion before its estimated date. Under no circumstances, shall the contract concluded be used for any projects other than the one specified in the call for employment.

In addition to the established legal cases, this contract may be terminated, both due to the early completion of the project or to its lack of funding.

## **7. RESOLUTION AND PUBLICATION**

This call for employment's resolution shall be published on the [Investigar en la UAM](#) webpage.

This Resolution, exhausting the administrative process, can be challenged through an optional reconsideration administrative appeal before the Chancellor within a month, or through an appeal before the Madrid's Contentious-Administrative Court, within two months; both time periods shall be counted from the day following the publication of this Resolution.

The Chancellor, P.S. The Vice-chancellor for research  
(16/12/2019 Resolution; BOCM 07/01/2020)

José Manuel González Sancho