

IEMED03/23 Research Officer, group C1, at the European Institute of the Mediterranean (IEMed)

The European Institute of the Mediterranean (IEMed) needs to fill the position of Research Office, C1, in the frame of action of the European Union Grant ENI/2019/412-960.

1. About the position

Workplace: European Institute of the Mediterranean

Department: Euro-Mediterranean Policies

Name of the position: Research Officer

Classification: Temporary

Category: C1 degree holder

Group, Subgroup: C1

Salary: € 23.907,50 per year

Hours: Full time. 37.5h weekly

Shifts: Morning and afternoon

Duration: until the end of the EU-funded programme (estimated date 30 September 2024) or for a maximum of 3 years

Starting date: Immediate

2. Requisites

Preferably candidates with a pre-existing permanent link with the Administration of the Government of Catalonia or with the organisations and bodies in its public sector (in compliance with Article 34 of Law 1/2021 of 29 December on Budgets of the Government of Catalonia for 2022).

Applications can also be submitted by candidates who, although not complying with the aforementioned requisite, hold the following:

- The necessary university qualifications to apply for an C1 category position. Candidates from EU member states must hold some of the qualifications recognised in Spain in accordance with the regulations in force.

3. Responsibilities

Under the guidance of the Director of the Euro-Mediterranean Policies Department of the IEMed and of the Project Manager of “EuroMeSCo: Connecting the Dots”, and as part of the EuroMeSCo Project Team, within the framework of the European Union grant ENI/2019/412-960, the Research Officer will ensure the achievement of the project’s results in terms of research activities. This will include:

- Support the production of EuroMeSCo publications (this includes coordination of drafting, peer review, translation and edition).
- Support the dissemination process of EuroMeSCo publications in collaboration with other colleagues from the EuroMeSCo Project Team. This includes the organisation of outreach events foreseen in the framework of the project, the

- design of targeted communication campaigns, the production of visuals associated with the publications (interviews of the authors, infographics, videos).
- Collaborate in the quality assurance of the outputs of the project and the compliance of the selected researchers with the defined guidelines. This will include direct editing work.
 - Support the selection processes to identify authors of publications.
 - Support project activities related to the Euromed Young Researchers' scheme
 - Collaborating in identifying key research topics, reflecting policy priorities and developments in the region.
 - Liaise external service providers, supporting administrative and contractual procedures and processing payments.
 - Other analogous functions entrusted to him/her in keeping with his/her category.
 - These tasks might involve travelling in the Euro-Mediterranean region.

4. Qualifications, skills and relevant experience

- Proven experience in publishing and editing processes.
- Proven proficiency in English including excellent command of written English.
- The following personal skills: thoroughness; teamwork; resilience; public speaking; initiative; problem-solving and proactive attitude in the workplace; networking.
- Readiness to travel in the region
- Experience in positions related to Mediterranean regional projects and/or in European institutions.

5. Nature of the position

Fixed-term contract linked to a European-funded programme.

Duration of the service: until the completion of the programme, until 30 September 2024 (estimated date).

This contract is subject to budget availability and funding from applicable grants.

Starting date: Immediate

6. Participation

Those meeting the requisites may apply for the position by writing to rrhh@iemed.org.

The e-mail must include the following:

- In the subject section, the reference code **Research Officer + Name and surname**.
- In the text section: **surname(s) and name(s), NIF (tax code), phone number and academic qualifications**.
- Attachment document 1: a cover letter (between 2 and 3 pages, Arial 12).
- Attachment document 2: CV featuring a brief description of the tasks undertaken in related positions.

The deadline to submit the application is 12 February 2024..

7. Selection procedure

The selection system will be as follows:

Analysis of attached documents 1 and 2 to assess aspects related to the academic and professional record as well as motivation, skills and capacities related to the position.

Once the two previous documents are analysed, the shortlisted candidates will be called for an interview, if appropriate, to check and broaden the detailed information and assess the aspects related to professional skills.

Finally, if appropriate, applicants can be called for a practical test to assess if they have the technical skills required for the position.

In the case of equally qualified candidates, those with a pre-existing permanent link with the Administration of the Government of Catalonia or with the organisations or bodies in its public sector, in compliance with the Government Agreement of 13 June 2017, will take preference.

Applications that do not fulfil the requisites, do not satisfy the conditions set out or do not follow the procedure established will not be considered.

Depending on the number of applications submitted, the IEMed can only guarantee individualised replies to those who are interviewed.

Absolute confidentiality will be guaranteed during the selection process.

8. Personal data protection

In accordance with the Organic Law 3/2018 of 5 December, of Personal Data Protection and Digital Rights Guarantee, we inform you that the personal data provided will be dealt with in compliance with the aforementioned rules, as follows:

Basic information on personal data protection

Selection and provision processes

Responsible for processing: European Institute of the Mediterranean (IEMed)

Aim: Manage the selection and provision of IEMed personnel.

Legitimation: Data processing legitimation assumes the consent of the person concerned. By participating in the selection process and sending the application, the candidate gives his/her legitimate consent for his/her data to be processed in accordance with the aims described in the privacy policy.

Recipients: Your data will not be transferred to other organisations or bodies except in the case of legal obligation.

Duration: The data will be held as long as the call is open and, once completed, it will be held in accordance with the terms established in the applicable regulation

Rights of the persons concerned: You can exercise the rights of access, rectification, cancellation, opposition, data limitation and data portability by writing, with the copy of the official identification document, to the IEMed Data Protection Delegate

IEMed Data Protection Delegate: Anna Roy i Solduga

E-mail: privacy@iemed.org

Postal address: C/ Girona, 20 08010 Barcelona, 08008 Barcelona

Tephone: 93 244 98 50 (Monday to Friday, 10 am to 2 pm).

In case of disagreement with the processing, you are also entitled to submit a complaint to the Catalan Data Protection Authority, www.apdcat.net

Other information: You can consult information on the rights of persons concerned and how to exercise them at <https://www.iemed.org/iemed/avis-legal/avis-legal>

9. Claims regime

Against this administrative act, the interested person can either raise an appeal for a replenishment with the competent management body of the European Institute of the Mediterranean, within a month to be counted on the day after its publication, in accordance with Law 39/2015 of 1 October, of the common administrative procedure of public administrations, or directly an administrative contentious appeal to the Contentious Administrative Court within two months counted on the day after its publication/communication, in accordance with Law 29/1998 of 13 July, regulating the administrative contentious jurisdiction, without prejudice to any other appeal it considers appropriate for the defence of its interests.