

**Ref. Conv-FU-66/2022**

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**1. POSITION OFFERED**

1.1. A job is being opened to cover **1 Position of CRA/MONITOR (G4-Personal de Suport a la Recerca Clínica)** to support **FUNDACIÓ CLÍNIC PER A LA RECERCA BIOMÈDICA (FCRB)** at the research line “**CIRRHOSIS/SEPSIS**” and at the research project “**ALBUMIN/ABC/ALLIANCE**” and at the Cirrhosis Research Group with a scientific-technician activity contract, in the following professional category:

**Required qualifications and skills:**

- **Required Degree:** Degree or similar/equivalent in Life Sciences or relative disciplines.
- **Master:** Master in Monitoring of Clinical Trials (recommended).
- **Required Experience:**
  - 1-2 years of experience as CRA.
  - Knowledge of Good Clinical Practice/ICH Guidelines.
  - Experience in Hepatology clinical trials.
- **Competences:**
  - Problem resolution.
  - Ability to work independently and in a team.
  - Self-motivated and Self-learning capacity.
  - Ability to take initiatives.
  - Self-organizational skills.
  - Ability to adapt to changing environments.
- **Languages:** Excellent written and verbal communication skills in Spanish and English.

**Job description / Tasks to be developed:**

- ✓ Site initiation, interim monitoring, site management activities and close-out visits. Preparation of monitoring reports and follow-up letters.
- ✓ Support in the elaboration of the Monitoring Plan.
- ✓ Online monitoring and query resolution.
- ✓ Elaboration, preparation and maintenance of the Investigator Site File (ISF) and reconciliation with Trial Master File (TMF).
- ✓ Registry of protocol deviations.
- ✓ IMP stock control.
- ✓ May be required to participate in start-up activities.
- ✓ Assist to Investigator’s Meetings.

**Presentation of applications:**

**All documents must include the reference code of the job offer (see upper left corner of the call)**

Candidates must enclose a motivation letter and their Curriculum Vitae (including your contact details).

Proof of the merits exposed and the degree obtained must also be included in the application.

The authorization request for personal data must be signed and attached -European Regulation (UE) 2016/679- (see page 3).

**Place of submission:** (clearly indicating the reference code of the job offer)

1. Delivering it personally to the Dept. of Human Resources, located on the Esther Koplowitz Centre, C/ Rosselló 149, from 10 am to 1 pm from Monday to Friday.

2. By e-mail to the e-mail address: [rrhh.fundacio@clinic.cat](mailto:rrhh.fundacio@clinic.cat)

**Application Deadline:** 15/05/2022.

1.2. The recruitment will be carried out according to the provisions of Article 15 of the Royal Legislative Decree 1/1995, of 24 March, which approves the text of the law of the Statute of workers, in accordance



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with the provisions of art. 2 of the Royal Decree 2720/98, of 18 December (BOE of 8 January 1999), law 12/2001, of 9 July (B.O.E. of 10 July) and concordant provisions.

The principle of equal treatment between men and women will be considered, according to article 14 of the Spanish Constitution, the Community Directive of 9 February 1976 and what is foreseen in the agreement of the Council of Ministers of 4 March 2005, which approves the plan for gender equality in the General Administration of the State.

The universal accessibility for disabled persons will be considered according to the second paragraph of Article 1 of the law of December 2 51/2003 of equality of opportunities; 5% of the vacancies are preserved when candidates' pass the selection process and disabilities are proved. Also, compatibility with the tasks associated to the job must be proved so that progressively we reach 2% of all workforces.

**1.3.** Annual gross remuneration inherent to the job offer object of this call will be fixed on the basis of the experience provided and the skills of the candidates.

**1.4.** In accordance with Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (hereinafter the "Regulation"), we hereby inform you that:

- The party responsible for processing your data is the *Fundació Clínic per a la Recerca Biomèdica* (hereinafter "FCRB"), with Corporate ID No. G59319681, and registered address in Barcelona, Carrer Rosselló 149-153. You may contact the Data Protection Manager by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat) or by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona.
- When presenting your candidacy or sending us your CV, your data must be communicated with the aim and purpose of allowing employees at the entity to carry out management and selection processes.
- The information will be used by administrative and employee services in our entity, for their corresponding services, and may be submitted in full or in part to any authorities that, for legal reasons, require this type of information.
- The data provided will be held for a period of 1 year, and in addition once the relationship has been completed the data will be held for the period necessary to comply with legal provisions.
- The data provided may be transferred to a third country or international organisation, where necessary to justify the contract and/or salary of the employee providing the data.
- You have the right to access your data, request rectification of inaccurate data or request the removal of your data. Equally, you have the right to restrict the processing of your data, and you may oppose or withdraw consent for your data to be used in certain circumstances. You may exercise these rights by writing to the Legal Director at Carrer Rosselló 149-153, Barcelona, or by sending an email to [protecciodades.recerca@clinic.cat](mailto:protecciodades.recerca@clinic.cat). We also inform you of your right to file a complaint with the Catalan Data Protection Authority (*Autoritat Catalana de Protecció de Dades*) for any action taken by FCRB that you believe infringes your rights.
- Since 2015, IDIBAPS holds the "[HR Excellence in Research](#)" Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers ([Charter and Code](#)). Please check our [Recruitment Policy](#).

Barcelona a 04/05/2022  
Marta Fernandez Cufi  
Human Resources Manager



**I Authorize at:**

**FUNDACIO CLINIC PER A LA RECERCA BIOMÈDICA (FCRB)** to treat my personal data for the personnel selection procedure, which will cede it only in these legally enforceable cases, in accordance with the provisions of European Regulation (UE) 2016/679, and corresponding regulations that develop it.

Name:

Signed:

Barcelona,