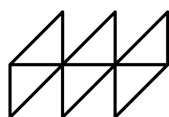


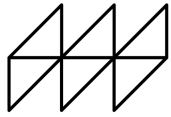
# OTM-R AT THE CENTRE D'ESTUDIS DEMOGRÀFICS. RECRUITMENT FOR VACANCIES

**Bellaterra, 3 April 2019**



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## **0. EXECUTIVE SUMMARY**

The offer of employment in a public body has to be in the form of open, transparent and merit-based recruitment.

The ambit of communication, details of the job's characteristics, the capacities, expertise and other recruitment requirements depend on the type of contract. In the case of the CED, if it is a permanent employment contract, considered structural and equivalent to a stable position, the requirement is for ordinary public recruitment, for a temporary fixed term contract for more than one year, simplified public recruitment is required, and a temporary contract for less than one year requires a public announcement, but restricted and abbreviated.

The positions and employment categories will be those that appear at any time in the list of the CED positions and salary levels.

In every case, all recruitment will take place in three phases:

1st. Preparation and approval of the proposed recruitment. This will set out a) the job offer signed by the manager, researcher or technician promoting it (in the case of fixed term contracts for collaboration in a specific research project or activity) or a resolution by the CED Governing Council to fill a vacancy for a permanent position, and b) the resolution by the CED director approving the recruitment conditions and/or the announcement, which will describe the job offered and certify the reserved funds in the current budget and, if necessary, provision for the cost in subsequent years.

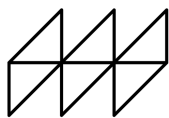
The announcement and/or recruitment conditions will include the job description with details of, among others: the purpose of the contract, which will serve to describe the position (functional content, organisational environment and professional profile), the number of positions, the requirements that must be met by applicants, the terms of the contract and the salary offered.

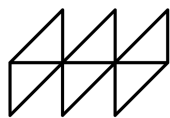
2nd. Reception of applications, evaluation and proposal of recruitment. This will involve a) the appointment of an Evaluation and Selection Committee (CAS) which will prepare a short list from the CVs and other documentation submitted (it may interview candidates if thought appropriate); b) a reasoned proposal for the engagement of the candidate chosen and a list of reserve candidates to be sent to the CED director.

3rd. The award and formalisation of the engagement, joining the workforce, follow-up and evaluation. The temporary employment contract to be signed will set out, among others, the rights and duties of the person engaged, compatibility of the contract, personal data protection, the codes of conduct and ethics and other aspects thought appropriate in accordance with current legality.

The presentation of female candidates will be promoted and individuals from outside the internal environment of the CED will be very welcome.

The Evaluation and Selection Committee will particularly take into account the Principles set out in point 4 of OTM-R at CED.





## **OTM-R AT THE CENTRE D'ESTUDIS DEMOGRÀFICS. VACANCIES FOR DOCTORATE RESEARCH STAFF POSTS.**

### **Presentation**

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The Centre d'Estudis Demogràfics (hereafter referred to as CED) was granted the HRS4R award on 26 February 2016. Obtaining this award was preceded by the CED signing up to the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers, promoted by the CERCA institution (Research Centres of Catalonia), of which CED is a member. As a prior requirement to obtaining the award, the Centre approved the Action Plan (2016-2019) with the objective of improvements in the conditions of people working at CED in ethical and professional aspects, the working conditions and social security, training and recruitment.

In January 2017, the Steering Group on Human Resources Management under the European Research Area of the European Commission submitted its report on Open, Transparent and Merit-based Recruitment of Researchers (OTM-R). This report defines an OTM-R package to ensure that research centres awarded the [hr](#) label review their recruitment policies and seek improvements. The OTM-R package includes a set of tools and promotes the preparation of a document establishing the principles and directives that must govern a good policy in staff recruitment.

**The document presented here lists the PRINCIPLES for recruitment at CED, includes these recommendations and completes the protocols on human resources management already existing in the CED Quality System. These protocols have been revised for the purpose of preparing this OTM-R for the CED\*.**

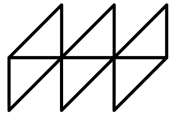
**The document includes new actions and procedures which will govern the institute's competitive selection process for filling vacancies for permanent contracts, or long term temporary posts for executives or for outstanding research staff (according to the Science Act 14/2011). It will also provide guidelines on simplified recruitment for short term temporary jobs linked to projects and the recruitment of research support staff.**

**\*This document is part of the CED Quality System.**

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P01.001	OTM-R at CED (Open, Transparent and Merit based Recruitment Policy)	INTERCHANGE/ CED QUALITY SYSTEM / CED Action Processes/P01_Human Resources Management (staff recruitment)
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## **CHAPTER I. ACTIONS, OBJECTIVES, PRINCIPLES AND LEGAL FRAMEWORK**

### **1 Actions**

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- 1.1. Stimulating applications from female candidates,
- 1.2. Broadcast information on vacancies,
- 1.3. Establishment of an Evaluation and Selection Committee (CAS),
- 1.4. Publication of the results,
- 1.5. Follow-up of the candidate selected and
- 1.6. Evaluation of the process.

### **2. Objectives and ambit of application**

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**2.1.** The general objectives of the Principles for staff recruitment at CED (hereafter referred to as Principles) are:

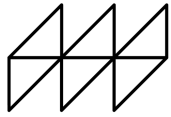
**2.1.1.** Promoting continuous improvement in the capacity to attract, select and engage candidates of quality, with talent, who provide the Centre with a human team capable of advancing in research excellence.

**2.1.2.** Guaranteeing fair and transparent recruitment on the basis of equality of opportunities in employment.

**2.1.3.** Preventing discrimination in staff recruitment by reason of sex, civil status, sexual orientation, disability, nationality, political or religious beliefs, or any other type of discrimination.

**2.1.4.** Complying always with the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers promoted by the European Commission to guarantee fair and transparent recruitment.

**2.2.** The ambit of application of these Principles is the recruitment of research personnel, but it is also a basic reference for the recruitment of research support personnel (management, technical and administrative) in the CED.



### 3. Regulation framework

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The CED is a consortium belonging to the Public Administration and, as such, is subject to application of the public regulations on recruitment, regulations which are aligned with the Principles set out here. The basic legal standards that have to be taken into account in the procedure of staff recruitment are:

**3.1.** Royal Decree Legislative 2/2015, of 23 October, which approved the redrafted text of the Workers' Statute.

**3.2.** Royal Decree Legislative 5/2015, of 30 October, which approved the redrafted text of the Basic Statute of Public Employees.

**3.3.** The Act 8/2006, of 5 July, of measures for reconciling the personal, family and working aspects of life for personnel in the service of the public administration in Catalonia.

**3.4.** Constitutional Act 1/2001, of 28 December, on measures for comprehensive protection against gender violence.

**3.5.** Constitutional Act 3/2007, of 22 March 2007, on effective equality between men and women.

**3.6.** Act 5/2008, of 24 April, on the right of women to eradicate chauvinist violence.

**3.7.** Act 17/2015, of 21 July, on effective equality between men and women.

**3.8.** Act 14/2011, of 1 June, on Science, technology and innovation.

**3.9.** European Regulation 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and the free movement of such data.

**3.10.** The Articles of Association of CED.

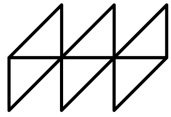
**3.11.** The relevant collective bargaining agreement, should such be adopted, and in any case the Workers' Statute (3.1).

### 4. Principles of staff recruitment

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**4.1. Procedures.** Recruitment has to follow procedures adequate for the vacancies announced and has to be open, transparent and internationally comparable.

**4.2. Offers and announcements.** The conditions of recruitment to fill the vacancies offered in the announcement must describe in detail, among others, the requirements, knowledge, competence, rights and duties involved. The conditions have to be open enough to stimulate possible candidates to apply. Also the period between the announcement and the time set for applications has to be reasonable.



The recruitment conditions have to be announced through the most suitable channels to ensure that they will reach a maximum of possible applicants.

**4.3. Transparency.** The announcements have to set out clearly the procedure to be followed in the recruitment, the selection criteria, the number of places available and the prospects for professional development. The candidates have to be informed of the different stages of the procedure for admission, evaluation and selection. Also, at the end of the procedure they have to be informed of the results and, if possible, of the strengths and weaknesses of their applications.

**4.4. The position offered.** The conditions announced must define the level of the position offered in accordance with the European framework for research careers (R1, R2, R3, or R4). Therefore, the requirements, knowledge and competences must be made appropriate to the level (or sublevel if applicable) that is being offered.

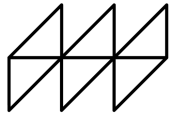
All temporary contracts must be for a fixed term. They must take into account that the postdoctoral level has to be transitory and provide additional professional opportunities for developing a research career in the context of prospects for a career in the long term.

**4.5. Selection.** The evaluation and selection committees have to be formed of members who have the knowledge and experience to evaluate the different candidates. The committees will be balanced in terms of sex. Whenever possible various selection practices have to be used, such as evaluation by outside experts and interviews. Also the language in use will be taken into account when appointing the committee, particularly that used by the candidates in the documentation submitted, so that the committee members can give an adequate evaluation.

**4.6. Evaluation of merits.** The evaluation process has to take into account the conditions fixed in the job offer and/or the announcement in accordance with the level of the position offered and must consider the CVs of all the candidates, their potential as researchers and their creativity. In consequence, their merits have to be evaluated both qualitatively and quantitatively, concentrating on results that stand out in a varied professional career and not just the number of publications. For this reason bibliometric indices have to be assessed as part of a broader framework of evaluation criteria, such as training, teaching, teamwork, leadership in pioneering research, the management of research and the transfer of knowledge.

**4.7. Recognition of qualifications.** The qualification levels required have to be in consonance with those needed for the position offered. An adequate evaluation must apply for the academic and professional qualifications, including those unofficial, of all the candidates, in particular in the context of international and professional mobility. Information must be given on the regulations governing the recognition of these qualifications in our national legislation and help offered for consultations on how to deal with the validation of qualifications.





**4.8. Training CV and career timing.** Since professional qualifications can be acquired at an early stage in a career, permanent professional development also has to be recognised. Interruptions to the research career for various reasons (family affairs or health, among others) should not be penalised; variations in the training CV have to be considered as part of the particular progress of the career and, in consequence, as potentially contributing to the person's professional development. Candidates have to submit their CVs so as to reflect, well documented, progress and successes in their professional life, which needs to be suited to the job in question. With regard to length of experience, weighting systems need to be found that do not discriminate against candidates on the basis of the year in which they commenced their scientific career.

**4.9. Recognition of mobility.** All experience of mobility has to be evaluated as a valuable contribution to the professional development of researchers. Such as, for example, a stay in another institution in the country or abroad, or a change from one discipline to another, in both the predoctoral and postdoctoral stages.

**4.10. Challenges and appeals.** The conditions of competitive selection have to provide for the possibility that candidates may submit challenges to the manner in which they have been evaluated and lodge the appropriate appeals.

**4.11. The use of languages.** The fact that the language generally used in the CED is Catalan (article 6.1. of the Statute of Catalonia) does not exclude the use of other languages in the institution's daily activity, firstly the use of Spanish as an official language, with Catalan, in Catalonia (art. 6.2.). However, more and more, the use of English takes on a leading role, particularly in scientific publications. Therefore, normally, knowledge of Catalan is not required to be able to take part in any competitive selection process for a job.

Only to fill certain positions on the workforce, such as the case of senior researchers (R4), is it necessary to establish knowledge of Catalan and Spanish, in application of the regulations.

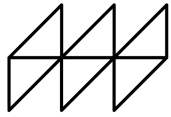
The CED offers advice to anyone who wishes to improve their knowledge of the languages referred to above.

**4.12. Other contracts.** These Principles for the recruitment of research staff also form the basic reference for staff recruitment for scientific-technical services and for research management and support, in jobs of a structural and/or permanent kind.

## **5. Management of recruitment**

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The management of recruitment must take into account the managers involved in staff recruitment procedures, candidate evaluation and selection committees and the announcement of job offers.



## **5.1. Managers**

For adequate management of staff recruitment for the CED, the CED management will watch over compliance with the Principles set out in this document and will make recommendations and give advice to all those involved in the recruitment procedures. The following objectives are especially important:

**5.1.1.** Ensuring compliance with the Principles of recruitment at CED in all processes of recruiting and attracting talent to the institution.

**5.1.2.** Guaranteeing compliance with the regulations on equality and diversity and promoting equal opportunities throughout the whole recruitment procedure.

**5.1.3.** Guaranteeing compliance with the regulatory framework described in section 3 of these Principles.

**5.1.4.** Taking care of the applications with maximum confidentiality and discretion.

**5.1.5.** Ensuring that the evaluation and selection committees propose appointments respecting these Principles and taking into account the suitability of the candidates to the jobs on offer.

**5.1.6.** Watching to see that the criteria for the evaluation and selection of candidates are as described in the offers published, and that they take into account the qualifications of the applicants, their abilities, knowledge, experience and all the requirements specified in the job offer.

**5.1.7.** Guaranteeing a fair, transparent and coherent approach throughout the recruitment process.

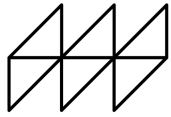
**5.1.8.** Giving support, offering resources and aid to all those involved in evaluation and selection procedures, as well as the tasks of making the job offers widely known.

**5.1.9.** Broadcasting the actions of recruitment, among others, through external advertising, internal publicity, distribution lists, social media and international links.

**5.1.10.** Watching to see that the use of languages throughout the procedure respects the principle set out in section 4.11.

## **5.2. Evaluation and selection Committees (CAS)**

**5.2.1.** In procedures for the recruitment of stable or structural staff of the CED, a committee will be set up to carry out the process of evaluation and selection of the candidates, in accordance with the specific conditions of the vacancy and these governing principles. Whenever possible, it should be arranged that at least 30% of the members of the evaluation and selection committee do not belong to the CED.



**5.2.2.** The number of members of the evaluation and selection committees will vary according to the vacancy in question, from 3 to 5 members. The outside members must not be on the research staff of the CED itself or attached to it, and must be specialists in the matters or line of research involved in the proposed research activity of the candidate.

The evaluators have to state that they have no conflicts of interests in taking part in the evaluation and that they are not involved in any of the following situations: 1. Having any personal or family relationship of the first degree with the candidate. 2. Having been challenged through having a clear friendship or enmity with the candidate. 3. Having had a contractual relation, shared research projects or collaboration in publications with the candidate in the last 3 years.

**5.2.3.** When an evaluation and selection committee is formed it must comply with gender equality. The person in charge of setting up the evaluation and selection committee will see to achieving gender equality and diversity among the members appointed.

**5.2.4.** The members who take part in the evaluation and selection procedures will be informed of these Principles on recruitment at CED so that they can comply with them. When appointing the members of the evaluation and selection committees, the CED will see to it that they can attend to the diversity of language that can occur among applicants in the selection process. This fact will be particularly important for interviews, when these are envisaged.

### **5.3. Advertising**

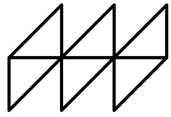
The principal objective of the strategy of advertising offers of permanent jobs to the public is to attract the best candidates in a fully transparent way. The advertising campaigns will be organised as follows.

**5.3.1.** All vacancies for internal permanent jobs will be publicly offered and will be advertised on the CED web in order to maintain and underline the institution's transparency. They will also be published on the institutional notice board.

**5.3.2.** Whenever possible, the jobs offered that are open to the public will be announced in the CED bulletin and also through the system of the mass mailing of news items by the institution ([intern@ced.uab.es](mailto:intern@ced.uab.es), [extern1@ced.uab.es](mailto:extern1@ced.uab.es) and [extern2@ced.uab.es](mailto:extern2@ced.uab.es)). Both communication channels reach a significant number of people and institutions in our field of knowledge on the Spanish and European scale. Also the webpages of professional associations in the speciality can be used: the European Association of Population Studies, the International Union for the Scientific Study of Population and the Population Association of America.

**5.3.3.** It will also be mandatory to advertise offers of jobs for research staff, for a term of more than one year, in the EURAXESS portal.

**5.3.4.** Where thought necessary, offers of permanent structural posts for research staff can be announced in the *Diari Oficial de la Generalitat de Catalunya* (DOGC) [Catalonia Government Official Gazette].



## **CHAPTER II. RECRUITMENT FOR STABLE EMPLOYMENT**

### **6. Procedure for evaluation, selection and recruitment**

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**6.1.** The staff recruitment procedure at CED has to comply with the legal framework that corresponds to a public administration of research. Therefore, in recruitment, the rights of public employment will be respected in accordance with the principles of equality, merit and capacity. The legal framework of reference for recruitment is set out in section 3.

**6.2.** The CED will select the personnel through procedures which guarantee the principles expressed above and those set out hereunder.

**6.2.1.** Announcements of the recruitment selection and the conditions.

**6.2.2.** Transparency.

**6.2.3.** Impartiality and professionalism in the members of the evaluation and selection bodies.

**6.2.4.** Independence and technical discretion in the actions of the evaluation and selection bodies.

**6.2.5.** Coherence between the content of the selective procedures and the functions or tasks to be carried out.

**6.2.6.** Flexibility, without prejudice to objectivity, in the selection procedures.

**6.2.7.** Proportionality between the length of the selection procedures and that of the contracts.

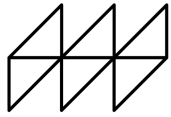
**6.3.** These contracts correspond to jobs in the CED which will be occupied in accordance with the current classification, professional categories and levels.

**6.3.1.** Professional categories:

a) research staff, defined as follows: researcher (R2, R3 and R4, according to the standard European classification), who may be in postdoctoral training (R2B) or joining (R2A), researcher responsible for a project (R3B), unit (R3A) or research line (R4B) a senior researcher responsible for a research area or group recognised as consolidated (R4A and R4B) and, finally, a researcher of recognised standing, in charge of a consolidated research group or member of the management team (R4A);

b) researchers in training (new or predoctoral researcher) R1 according to the standard European classification, who can be attached to a project on a temporary basis for less than one year (R1B), or can have achieved a competitive grant through an outside selection process for more than one year (R1A);

c) research support staff: technical or administrative (T1, T2, T3, T4, A1, A2, A3, A4 and A5).



**6.3.2.** Employment categories: a) researcher; b) researcher in training; c) senior technician; d) intermediate technician; e) technical or administrative specialist; f) technical or administrative auxiliary.

**6.4. Permanent recruitment.** Recruitment for permanent positions on the structural staff or workforce of the CED is what is governed by the OTM-R principles established so far and has to follow the conditions set out above. The Governing Council of the CED, which is the institution's supreme governing body, annually approves a list of positions that will have been proposed by the management of the Centre.

In accordance with the Articles of Association of the CED, the Governing Council will propose and appoint the posts of director and manager. The post of deputy director is appointed by the management and submitted to the Governing Council for approval. In the case of management, various levels are established according to the degree of training and experience of the person holding the post, requiring a doctorate qualification in order to attain the highest level.

**6.5. Phases of the recruitment process.** In general terms, the process of search and selection for ordinary recruitment follows the phases set out hereunder:

1st phase: preparation, approval and announcement of the selection process; 2nd phase: reception of applications; 3rd phase: evaluation of applications and provisional decision; 4th phase: award, formalisation, taking up the post and follow-up of contracts.

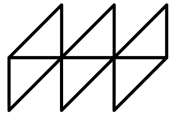
**6.5.1.** Phase 1, the preparation, approval and announcement of the recruitment process, includes the following stages:

1st stage: Opening the file for temporary recruitment, with preparation of the following documents: proposed employment signed by the researcher or technician in charge who is promoting the job and describing the post (functional content, organisational position and professional profile).

2nd stage: Drafting the conditions (in the announcement itself or in a separate document), taking into account the Principles set out in point 4 of this document and the proposal for recruitment; and the resolution by the CED director approving the conditions of the selection process and/or the announcement, describing the characteristics of the job and certifying the reserve of funds in the current budget and, if necessary, provision for the cost in subsequent years.

3rd stage: Communication of the recruitment process with publication of the position offered (resolution and conditions) on the CED web, where all the documents and other information relative to the procedure of evaluation and selection can be added, on the notice board, on the EURAXESS portal, and also in the normal channels of communication that CED uses and which are thought suitable to make the selection process widely known. More detailed information is given in section 5.3 of this document. Announcement in the Official Gazette of the Government of Catalonia, as appropriate.

4th stage: Starting the process for the appointment of the Evaluation and Selection Committee (hereafter referred to as CAS) for the selection process.



**6.5.2.** Phase 2, the reception of applications from candidates, includes the following stages:

1st stage: Reception of applications from candidates in accordance with the terms of the announcement. The application can be submitted and all subsequent steps dealt with by electronic methods (electronic recording), by post or in person. Applicants receive continuous attention throughout the whole procedure by email or by telephone where necessary.

2nd stage: Provisional list (as appropriate) of candidates admitted and those excluded, the period allowed for corrections to the reasons for exclusion, resolving on the corrections submitted.

3rd stage: Final list of applicants admitted and those excluded, personalised communication to those not admitted, withdrawal of applications.

**6.5.3.** Phase 3, evaluation of applications from candidates and award of contracts, includes the following stages:

1st stage: Appointment and setting up of the CAS for the selection process, start of the procedure of evaluating candidates in accordance with the conditions of the announcement. More detailed information is given in section 5.2.

2nd stage: Evaluation of applications by the CAS. More detailed information is given in section 5.2.2.

3rd stage: The CAS interviews the candidates or a short list of them, depending on the terms of the announcement and where thought appropriate. In certain circumstances the interview can take place by videoconference. The interview is an ideal way to get clarification, supplementary information and complete the information that the CAS has on the candidate.

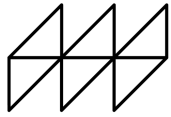
4th stage: Provisional proposal of resolution on the award of contracts by CAS with a list of reserve candidates. In this stage all the candidates are informed of the result of their score in the competition and the time allowed for them to appeal against that resolution.

5th stage: Definitive proposal of resolution by the CAS, that will be submitted to the CED management. The proposal will set out the evaluation of any appeals and other questions that may arise with respect to the recruitment of those successful in the recruitment selection.

**6.5.4.** Phase 4, the award, formalisation, joining the workforce and follow-up of contracts, contains the following stages:

1st stage: Definitive resolution on the award of positions by CED management. Against this express resolution of grant or denial, those interested can file an appeal before the Governing Council of the CED.

2nd stage: Acceptance of the terms of engagement and signature of the employment contract with the person selected.



3rd stage: The new employees join the workforce. New employees are welcomed by the CED management which will tell them of the terms and conditions of the contract, introduce them to the centre with a detailed explanation of everything that they have to keep in mind (rights and duties, health and safety, etc.). Also and depending on the type of contract (categories R1 to R3) they will receive support from a tutor during the first months of their time with the institution until they have at least completed the trial period of the contract. In the event of researchers in categories below R4, the tutor will be part of the research team joined by the new employee.

4th stage: Follow-up and evaluation of those engaged according to the clauses set out in the recruitment announcement.

**6.5.5.** In addition to the procedure established in the above sections, the conditions of the ordinary recruitment process will take into account the following aspects: the purpose of the recruitment process, the number of contracts offered, the requirements that the candidates must meet, the characteristics of the contracts, the salary conditions, the documentation to be produced, the time allowed for submission of applications, instructions on the procedure and evaluation of applications, the rights and duties of those engaged, compatibility of the contract, interruptions where necessary, waivers, revocations, personal data protection, codes of conduct, admissible administrative appeals, labour risks and other aspects considered appropriate in compliance with the principles described in this document.

The conditions of the recruitment announcement will also mention compliance with the Human Resources Strategy for Researchers (HRS4R) accreditation, the European Charter for Researchers and the Code of Conduct.

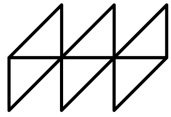
The recruitment announcement will have annexed to it the documents necessary to complete the information and start the processing of applications, such as the application form and acceptance form among others (Quality System Documents P-01.0111 and following).

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## **CHAPTER III. TEMPORARY RECRUITMENT**

**6.6. Long term temporary recruitment.** Temporary recruitment to the CED is also governed by the OTM-R principles. The CED can use all kinds of temporary contracts, full time or part time, as permitted by legislation. The duration of temporary long term employment contracts can be from one year and up to three or five, or as established for a certain form of contract or by the regulations covering the contract. The CED management will authorise the temporary recruitment procedure and settle it.

**6.7. Temporary recruitment process (for more than one year).** In general terms, the process of search and selection for temporary recruitment is governed by a simplified procedure with respect to that described above and follows the phases set out hereunder:



**6.7.1.** The simplified announcement will be the form of recruitment for temporary postdoctoral positions for contracts attached to projects. The main characteristic of the simplified announcement is the offer of a position for which the conditions of a full selection process are not necessary. The procedure will have the following phases: 1st phase: preparation, approval and announcement of the offer; 2nd phase: reception of applications from candidates; 3rd phase: evaluation and resolution of award; 4th phase: award, formalisation, joining the workforce and follow-up of contracts.

**6.7.2.** Phase 1, the preparation, approval and announcement of the offer, includes the following stages:

1st stage: Opening the file for temporary recruitment, with preparation of the following documents: proposed employment signed by the manager, researcher or technician who is promoting the job and describing the post (functional content, organisational position and professional profile).

2nd stage: Resolution by the CED director approving the offer with its characteristics and the reserve of funds in the current budget, in accordance with the project to which the job is attached, and provision for subsequent years, as appropriate.

3rd stage: Communication of the recruitment with publication of the offer on the CED web, where all the documents and other information relative to the procedure of evaluation and selection for the position can be added, on the notice board, on the EURAXESS web if the offer is for a contract for a minimum of two years, and publication also in the normal channels of communication that CED uses and other information and communication technology environments which are thought suitable to make the offer widely known.

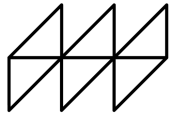
4th stage: Appointment of the Evaluation and Selection Committee.

**6.7.3.** Phase 2, reception of applications, candidates will send letters asking to take part in the offer, attaching their CVs with certificates to establish their merits, which can be authenticated on being recorded, or will be authenticated prior to formalising the contract. The application and all the subsequent processing can be done electronically (electronic records), by post or in person.

**6.7.4.** Phase 3, evaluation of the applications received and the resolution of award of contracts, will proceed as follows: 1) appointment and setting up of the CAS, 2) evaluation of the candidates in accordance with the terms of the job offer, 3) CAS interviews of candidates if required by the offer of recruitment and 4) CAS proposal for the award of contracts and list of reserve candidates.

**6.7.5.** Phase 4, award, formalisation, joining the workforce and follow-up of contracts, will proceed as follows: 1) definitive resolution on the award of jobs by the CED management. Against this express resolution of grant or denial, those interested can file an appeal before the Governing Council of the CED; 2) signature of temporary employment contracts with the successful candidates; 3) those engaged take up their jobs, and 4) follow-up and evaluation of the person engaged according to the clauses set out in the contract.





Those engaged are welcomed by the management and/or the research support department of the CED, which will tell them of the terms and conditions of the contract, introduce them to the centre with a detailed explanation of everything that they have to keep in mind (rights and duties, health and safety, incompatibilities, regulations on personal data protection, etc.). Also and in accordance with the type of contract they will receive support from a tutor during the first months of their time with the institution until they have completed at least the trial period of the contract. In the event of researchers, the tutor will be part of the research team joined by the new employee.

**6.7.6.** In addition to the procedure established in the above sections, the job offer will describe, among others, the following aspects: the purpose of the offer, the number of contracts offered, the requirements that the candidates must meet, the terms of the contract, the salary conditions, the time allowed for submission of applications and the procedure to be followed for the evaluation of applications.

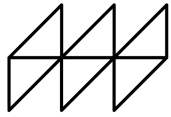
**6.7.7.** The temporary employment contract to be signed will include, among others, the rights and duties of those engaged, the compatibility of the contract, personal data protection, the codes of conduct and ethics and other aspects considered appropriate in accordance with current legality.

**6.8. Short term temporary recruitment.** Short term recruitment (for periods from one day to one year) requires an abbreviated procedure, in which there is no need to open with a public announcement, but does require an announcement on the CED notice board. The abbreviated announcement will be the form of temporary recruitment for postdoctoral and predoctoral positions for contracts attached to projects requiring temporary recruitment for less than one year.

**6.9. Phases of the recruitment process.** The main characteristic of simplified recruitment is preparation of a short text for a job offer instead of the full conditions of a competitive selection process, with the aim of shortening the length of the process as much as possible. The procedure has the following phases: 1st phase: preparation and approval of the proposed recruitment; 2nd phase: evaluation; 3rd phase: award, formalisation, joining the workforce and follow-up of the contract.

**6.9.1.** Phase 1, preparation and approval of the proposed recruitment, the temporary recruitment file is approved, consisting of: proposed recruitment signed by the manager, researcher or technician promoting it; resolution by the CED director approving the recruitment file which will describe the characteristics of the job, certifying the reserve of funds in the current budget in accordance with the project to which the job is attached and, if necessary, provision for the cost in the next financial year; and appointment of the simplified CAS (which can have as few as two members) that will preside.

The description of the job or jobs will give details, among others, of the following aspects: the purpose of the contract which will also describe the job (functional content, organisational position and professional profile), the number of contracts, the requirements to be met by the candidates, the particular features of the contract and the salary.



**6.9.2.** Phase 2, evaluation and proposal for recruitment, the CAS will select the candidates or group of candidates from the CVs available in the CED database, which holds records, among others, of people previously employed or others who have had a relationship with the CED in matters of training or research. Next, the CAS will interview the candidate or group of candidates chosen if considered appropriate and then will make a reasoned proposal for the recruitment of the candidate selected with a list of reserve candidates.

**6.9.3.** Phase 3, award, formalisation, joining the workforce and follow-up of contracts will proceed as follows: 1) definitive resolution by the CED director of the award of the job or jobs, 2) signature of the temporary employment contracts with the successful candidates, 3) those engaged take up their jobs and 4) follow-up and evaluation of the employee according to the clauses of the contract. Those engaged will receive the same support and tutoring as for the other forms of contract.

The temporary employment contract to be signed will contain, among others, the rights and duties of those engaged, the compatibility of the contract, personal data protection, the codes of conduct and ethics and other aspects considered appropriate in accordance with current legality.

**6.10.** The documentation relating to the recruitment procedures will be kept in the general archives of the CED and will comply with the regulations on public administration archives and with the European Regulation on the protection of natural persons with regard to the processing and free movement of personal data.

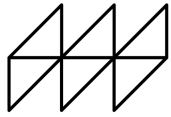
## **CHAPTER IV. DOCUMENTATION AND SELF-EVALUATION IN THE RECRUITMENT PROCESS**

### **7. Documentation**

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**7.1.** The recruitment announcements for permanent positions for researchers will take the form of an announcement in English (see model format in Quality System documentation P-01). Announcements for temporary positions for researchers can be made in English using the same model, but will also be in Catalan. Depending on the timescale of the temporary position, the full or abbreviated format can be used. These same announcements in Catalan will be what are used for the rest of the recruitment offers for structural research support personnel. The announcement can have the administrative conditions attached (see all the model formats in Quality System documentation P-01).

**7.2.** The rest of the administrative documents can also be found in Quality System documentation P-01.: a) proposal for recruitment signed by the managing researcher or technician promoting it and forming part of the recruitment announcement, b) resolution by the CED director approving the announcement, c) application form for the job which has to be submitted together with the documentation explaining the merits and qualifications, d) form of acceptance of the terms of recruitment by the person selected and, e) resolution by the director to make the recruitment effective.



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## **8. Follow-up and self-evaluation of the Principles**

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**8.1.** The CED is audited annually on compliance with current legality in relation with the procedures to be followed in various aspects and particularly in terms of personnel. This audit is external and is directed by Official Inspectors from the Government of Catalonia.

**8.2.** Apart from that audit, the CED will set in train a procedure for verification of compliance with the principles described in this document. This verification procedure will be in two forms: a monitoring overview of every recruitment process offered and an outside evaluation in the framework of regular reviews of the HRS4R accreditation.

**8.3.** In line with the evaluation of compliance with the HRS4R accreditation a multiannual self-evaluation of compliance with the principles described in this document will be submitted, summarising the quality control documents set out in the above points.

**8.4.** The director will report to the CED Governing Council annually on the activity carried out so that the Council can supervise and approve that activity and, in this context, also supervise compliance with these Principles.

## **9. Review of the Principles**

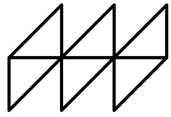
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Following the multiannual evaluation of compliance with the HRS4R accreditation and depending on its conclusions, these Principles will be amended, if necessary, to include the new proposals. The CED Management Council will give definitive approval for the new text of the Principles for recruitment to the CED on a proposal by the director of the Centre.

## **10. Outside competitive recruitment processes.**

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The CED also takes part in competitive recruitment processes for various national, State and European public administrations, where these are for the recruitment of doctorate researchers (the Juan de la Cierva, Beatriu de Pinós, Ramón y Cajal and Marie S. Curie programmes or others similar). In these cases the recruitment procedure to be followed is that set out in the conditions of the selection process by the recruiting institution, which will deal with both publication and the evaluation of proposals submitted under international OTM-R principles. Once the subsidy is granted for the recruitment of the candidate and the relevant requirements are met, the procedure followed will be as set out in the clauses of the selection process in question.



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## **11. Recruitment for research positions not requiring a doctorate.**

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Researchers without a doctorate are selected by a dual competitive route: outside competitive selection (section 10) and the CED's own competitive selection processes in the context of financed research projects. This recruitment is of a temporary type. Outside competitive selection corresponds to recruitment by the Government of Catalonia, the Spanish State or others, financing contracts for researchers in training in the context of Research Personnel Training (FPI), University Lecturer Training (FPU) programmes or others similar. These are temporary contracts. They are advertised through the CED informative bulletin and on the Centre's webpage. The CED's own competitive recruitment is addressed to those who have been accepted in the UAB Demography Doctorate programme and have satisfied the annual follow-up committees. These positions are publicised on the CED notice board and by the Department of Geography. These are temporary contracts linked to projects with financing for technical support staff. The candidates are evaluated by the Principal Researcher of the project and the CED management team.

In this case the basic salary will never financially exceed competitive grants, it will be as a maximum 15% below, depending on the degree of involvement in the project, since these positions are for people who are doing postgraduate studies at the same time (levels 1 and 2, or R1A and B).

Exceptionally, this route of restricted public recruitment can be used for new doctorate personnel, the contracts are always temporary and linked to research projects with financing for postdoctoral work. The candidates are evaluated by the Principal Researcher of the project and the CED management team.

Also exceptionally, since this is a figure being phased out, the CED takes on the holders of grants for collaboration in projects in progress through educational cooperation agreements. The candidates are evaluated by the Principal Researcher of the project and the CED management team.

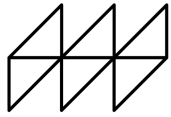
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## **12. Recruitment for research support staff positions.**

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Technical and administrative staff are engaged through a public offer made in different forms, depending on the vacancy to be filled. If dealing with a job financed by outside competitive recruitment, which is the case of recruitment processes in the Spanish State through the financing of contracts for research support staff (PTA), it is according to the rules of the selection process. The institution's own recruitment for structural posts follows the general OTM-R principles, restricting the advertising to the Catalan ambit, since an understanding of the administrative structure of Catalonia is essential and Catalan is the language generally in use in the CED.

In the case of administrative auxiliaries, traditionally they were recruited by competition from among students starting their university careers at the UAB and coming from the Jaume Mimó Professional Training Centre (now an institute) in Cerdanyola del Vallès, belonging to the CED, on half-day training contracts.



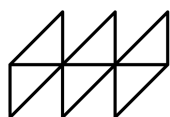
Their recruitment, which initially is temporary, becomes permanent after the first three years, provided that there is a vacancy to be filled. If there is no settled financing for the job, it is occupied on a temporary basis. Since 2018 there has also been participation in the DUAL training programme of this Institute.

Technical staff have two basic salary scales (except for the manager), depending on their responsibilities (levels T1 and T2 for service managers and levels T3 and T4 for specialist technicians). Administrative staff salaries are broken down into five levels, corresponding to accounts management (level A1), management secretary (level A2), administrative staff (levels A3 and A4) and administrative auxiliaries (level A5).

Their contracts are converted into permanent after three years have gone by, within the number of jobs established. The technical personnel can be associated with an aid to recruitment from the Ministry or similar (PTA or TAC), which totally or partially finances their salaries, and the contracts are temporary, again until having completed three years of experience at CED.

The salaries for holders of grants for collaboration will also be equivalent to those of research personnel without doctorates and without competitive financing (level 2, R1), but in this case they do not have an employment contract (a figure being phased out).

Albert Esteve Palós  
CED Director



## ANNEXES (examples)



## VACANCY ANNOUNCEMENT

### Post Specification

Post Title	Researcher (R4)
Post Status	Permanent position
Entity	Centre for Demographic Studies
Location	Campus Universitat Autònoma de Barcelona, 08193 Bellaterra, Spain
Reports to	Director of Centre d'Estudis Demogràfics (CED), Bellaterra, Barcelona
Essential	International career; Research performance; Acquisition of funding; Teamwork
Gross Salary	R4(B) on CED's Salary Scale: 43.594,04 to 50.794,04 per year
Hours of Work	37,5 per week
Closing Date	March 1 <sup>st</sup> (included)

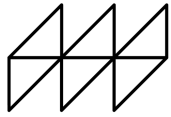
Final decision would be taken at the end of March. The successful candidate would be able to start as soon as of 1st April 2019.

Applicants should submit a full Curriculum Vitae to include the names and contact details (email addresses) of 3 referees, together with a cover letter (max. 2xA4 pages). The cover letter should include a short statement of main research lines proposed.

The application has to be written in English, and will only be accepted by email: [demog@ced.uab.es](mailto:demog@ced.uab.es)

For application queries, please contact: Hermínia Pujol (CED Human resources and Manager) [hpujol@ced.uab.es](mailto:hpujol@ced.uab.es)





## About the institution advertising the position

### Centre for Demographic Studies (CED)

The Centre for Demographic Studies (CED), located on the Campus of the Autonomous University of Barcelona (UAB), counts some 70 members: its own scientific, technical and administrative staff, associated researchers belonging to the UAB, graduate and doctoral students and visiting fellows.

The CED ranks amongst the top European centres in demography and its a native member of the Population Europe Network. CED's researchers are specialized in seven main demographic research areas: 1) Fertility and Family; 2) Education and Work; 3) Health and Ageing; 4) Migration, Mobility and Housing; 5) Historical Demography; 6) International Migrations; and 7) Applied Demography.

Over 65% of CED's budget comes from competitive grants, mainly from European and Spanish research agencies. The CED has a high level of internationalization and excels in its research.

Conjointly with the UAB Department of Geography, the CED offers the Doctoral Program in Demography (<https://ced.uab.cat/en/doctorat/doctorat-en-demografia/>) which has granted 60 doctoral degrees since 2000 and has been awarded with the Mention toward Excellence by the Spanish Ministry of Education. It is an active member of the European Doctoral School of Demography-EDSD and it will be hosting the school for the second time during the next two years. The CED also offers the Barcelona Summer School of Demography (<https://ced.uab.cat/courses/barcelona-summer-school-of-demography/>).

## Post Summary

CED, invites applications for a full-time Researcher in Demography.

The successful candidate will have a PhD in Demography or a cognate discipline, will be expected to contribute significantly to the research output of the Centre. The candidate will have, relative to career stage, a track record in research, including high-impact scholarship and international publications, and proved funding ID.

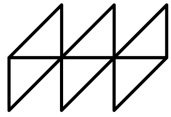
Applications are sought from candidates with expertise in quantitative methods that align with the priority research areas of the Centre as detailed on the CED's website (<https://ced.uab.cat/en/research/areas/>). We particularly invite applicants with expertise in the area of socio-economic inequalities and their relationship with demographic dynamics/outcomes. The appointee will be expected to engage in wider public and policy debates, and to foster collaboration with other external research bodies.

CED is an equal opportunities employer and invites applications from all suitably qualified candidates. CED also works to promote work/life balance and facilitates this through Centre policy and practices.

### Standard duties of the Post

The successful candidate will be expected to:

- undertake high-quality, internationally-recognised demographic research with a view to consolidating their publications record;



- prepare and submit national and/or international research funding bids;
- represent the CED at national and international conferences;
- Ability to attract postgraduate students to the Centre, and to supervise Masters and PhD students;
- contribute to the general teaching of Demography;
- undertake administrative duties as assigned by the Director or the Manager's CED.

#### Person Specification

1. Qualifications
  - Have an excellent academic record and hold a PhD in Demography or a cognate discipline;
  - Have or be willing to acquire an appropriate postgraduate professional qualification in third-level teaching.
2. Knowledge & Experience
  - Evidence of research achievement, relative to career stage, in the form of publications in high-impact peer-reviewed international journals (e.g. ISI-ranked journals) and/or publications of equal standing of recognised originality and value;
  - Proven ability or evident potential to attract external research funding (e.g. European Research Council grants);
  - Experience in teaching and supervision at, mainly, postgraduate level;
  - Ability to engage in public and policy debates and capacity to co-operate with non- university institutions;
  - Experience of working collaboratively and effectively in an interdisciplinary environment.
3. Skills & Competencies:
  - Advanced knowledge of and ability to teach statistical methods to postgraduate level;
  - Be fluent in English, both written and oral, (some command of Catalan and/or Spanish is an asset);
  - Excellent presentation skills with the ability to enthuse listeners;
  - A commitment to research-led and innovative methods;
  - Strong organisational skills with the ability to effectively manage a demanding workload;
  - Ability to work effectively as a member of a team and to engage in the administrative requirements of the Centre.

#### The Selection Process

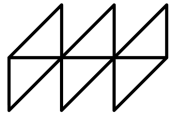
The selection will take place during the month of March by an International Selection Committee.

Applications will be acknowledged by email. If you do not receive confirmation of receipt within one working day of submitting your application online, please contact Hermínia Pujol (hpujol@ced.uab.es), on the job specification immediately and prior to the closing date/time.

First evaluation will be based on the merits stated in the their CVs and cover letters. Shortlisted candidates will be invited for an interview during the last two weeks of March. In some instances, the interview may be done by video conferencing.

Outcomes of interviews are notified in writing to applicants and are issued no later than 10 working days following the selection day.





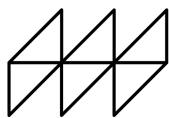
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Applications from non-EEA citizens are welcomed. However, non-EEA applicants should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA applicants should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit and visa.

#### Equal Opportunities Policy

CED is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community.

**The CED does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training).**



**CONVOCATÒRIA DE XXX LLOCS DE TREBALL TEMPORAL DE CURTA DURADA EN LA CATEGORIA:**

**AUXILIAR DE SUPORT A LA RECERCA  
TÈCNIC SUPERIOR DE SUPORT A LA RECERCA  
INVESTIGADOR POSTDOCTORAL**

**Objectiu:**

Col·laboració en les tasques de recerca del Projecte XXX

**Funcions principals:**

- \* Construcció d'una base de dades ...
- \* Anàlisi de ...
- \* Anàlisi textual d'entrevistes en profunditat
- \*

**Es demana:**

*Formació prèvia:*

Titulació llicenciat/a, es valorarà: especialització en demografia i/o estades de formació en projectes europeus de recerca

*Coneixements específics:*

Coneixements teòrics: demografia de la família;

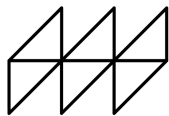
Mètodes estadístics: aplicats a l'anàlisi demogràfica de les dades transversals, de les biografies, i de textos orals.

*Experiència investigadora:*

Certa experiència en projectes de recerca demogràfica tant en treballs individuals com en equip

*Altres requeriments:*

Motivació per l'objecte de la recerca; domini del català, castellà i anglès; actitud oberta, col·laboradora i flexible.



**Característiques del contracte:**

- \* tipus de contractació: contracte d'obra o servei amb caràcter temporal
- \* categoria R1A
- \* durada de la contractació: XX mesos (des de l'XXX de XXX de XXX).
- \* horari: 37,5 hores setmanals, de dilluns a divendres en horari de matí i tarda
- \* retribució bruta anual de XXXXXXXX euros bruts (inclòs prorrateig pagues extres).

**Sol·licituds:**

Les persones que estigueu interessades en participar cal que feu arribar a la Gerència del CED una carta de sol·licitud, juntament amb el currículum vitae així com l'acreditació de la titulació exigida.

**Termini:**

El termini d'admissió de documents s'acaba el pròxim dia XX de XXX de XXX a les 14.00 hores.

**Procés de selecció:**

El procés de selecció, segons el nombre d'aspirants, consistirà en una preselecció curricular i, si s'escau, proves teòriques, proves pràctiques i/o entrevista. La informació dels aspirants que superen cada fase es comunicarà a cadascun dels aspirants.

Bellaterra (Cerdanyola del Vallès), XX de XXXX de XXXX

Albert Esteve Palós  
Director

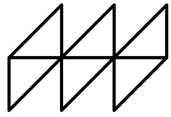


El CED ha subscrit els requeriments i principis de la Carta Europe per a la recerca i el Codi de conducta per a la contractació d'investigadors.

La contractació s'efectuarà segons la normativa de la Llei de l'Estatut dels Treballadors.

El CED té en compte els principis d'igualtat per raó de sexe, estat civil, nacionalitat, creences polítiques o religioses, orientació sexual, o altres; així com l'accessibilitat universal de les persones amb discapacitat sempre i quan superin els processos selectius i acreditin la compatibilitat amb el desenvolupament de les tasques del lloc de treball.

Si algun dels candidats té suggeriments o queixes sobre el procés de selecció, els demanem que es posin en contacte amb nosaltres a l'adreça [demog@ced.uab.es](mailto:demog@ced.uab.es)



**Bases de la convocatòria de Centre d'Estudis Demogràfics per a la provisió d'un lloc de treball indefinit per a personal d'Administració i Serveis (PAS), per poder atendre les necessitats de l'Àrea d'administració, gestió i suport a la recerca, i en concret, de la Unitat de banc de dades i informàtica;**

**1. Objecte i definició del lloc de treball**

L'objecte d'aquesta convocatòria del Centre d'Estudis Demogràfics, en endavant CED, és la provisió d'un lloc de treball per mitjà d'un contracte laboral de caràcter indefinit en la categoria de Personal d'Administració i Serveis (nivell T3) de l'Àrea d'administració, gestió i suport a la recerca. En la relació de llocs de treball del CED aprovada pel Consell de Govern el dia 22 de juny de 2018, hi figura una plaça no coberta d'aquest nivell.

**2. Nombre de contractes laborals i sistema d'accés al lloc de treball**

- 2.1. Només es podrà formalitzar 1 contracte laboral indefinit.  
2.2. El sistema d'accés al lloc de treball serà el concurs de mèrits.

**3. Requisits dels aspirants**

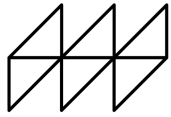
- 3.1. Les persones que participin en aquest procés selectiu han d'estar en possessió, com a mínim, d'un dels títols següents: batxillerat, tècnic superior corresponent a cicles formatius de grau superior, tècnic especialista corresponent a formació professional de 2n grau, o equivalent.
- 3.2. Tenir el nivell de suficiència de llengua catalana (C) que estableix el Decret 152/2001, de 29 de maig, sobre avaluació i certificació de coneixements de català. En cas que el/la candidat/a seleccionat/da no acrediti aquest nivell, la Comissió de Selecció podrà disposar la realització d'una prova equivalent.
- 3.3. Les persones aspirants que no tinguin la nacionalitat espanyola hauran de posseir coneixements de llengua de nivell C2 o equivalent.
- 3.4. L'acreditació d'aquest coneixement es realitzarà mitjançant la superació de la prova o exercici establert a l'efecte, o la presentació d'un dels documents que s'indiquen a continuació:
- Certificat conforme han cursat la primària i/o la secundària i/o el batxillerat a l'Estat espanyol.
  - Diploma d'espanyol que estableix el Reial decret 1137/2002, de 31 d'octubre, o equivalent, o certificació acadèmica que acrediti haver-ne superat totes les proves.
  - Certificat d'aptitud en espanyol per a estrangers expedit per les escoles oficials d'idiomes.
- 3.5. Possibilitat d'incorporació immediata.

**4. Tipus de contracte.**

El contracte serà de caràcter indefinit (amb sis mesos de prova) a temps complet i es formalitzarà sota la modalitat d'un contracte laboral, nivell T3, contemplat en la relació de llocs de treball del CED.

**5. Retribució salarial**

- 5.1. L'import del contracte serà d'una retribució bruta d'entre 22.130,50 i 24.530,50 euros anuals (inclòs el prorrateig de pagues extres).



5.2. Les vacances anuals seran d'un mes de durada per cada any complet de servei, o la seva part proporcional al temps de treball. La resta de dies festius seran els establerts en el calendari laboral del CED.

5.3. La jornada de treball serà a temps complet a raó de 37,5 hores efectives de treball a la setmana, incloent-hi els descansos marcats per llei.

## 6. Sol·licituds

6.1. Les sol·licituds s'hauran d'emplenar d'acord amb l'imprès de sol·licitud que està disponible a la pàgina web del CED (<http://www.ced.uab.es>). Aquestes sol·licituds hauran d'anar signades per les persones candidates i adreçades al director del CED.

6.2. La documentació que hauran de presentar els candidats i les candidates serà l'imprès de sol·licitud complimentat i els documents especificats en la convocatòria. Aquesta documentació es podrà enviar per correu electrònic a Hermínia Pujol (gerent) [hpujol@ced.uab.es](mailto:hpujol@ced.uab.es), per correu ordinari o personalment a la secretaria del Centre: carrer de ca n'Altayó s/n, campus Universitat Autònoma de Barcelona, Edifici E2, 08193 Bellaterra; tel. (+34) 935813060. També es podrà fer arribar per qualsevol dels mitjans establerts a l'article 16.4 de la Llei 39/2015, d'1 d'octubre, de procediment administratiu comú de les administracions públiques, però, en aquest cas, caldrà que el/la sol·licitant ho comuniqui a al CED per correu electrònic a [demog@ced.uab.es](mailto:demog@ced.uab.es).

## 7. Documentació que cal adjuntar a la sol·licitud

7.1. Carta de presentació i d'interès per participar en el procés de selecció de la plaça, dirigida al director del CED (2 pàgines com a màxim).

7.2. Currículum especificant les titulacions acadèmiques, la formació complementària específica i l'experiència laboral relacionada amb l'objecte de la convocatòria; el domini de llengües especificant els nivells oral i escrit de cadascuna d'elles, i d'altra informació curricular rellevant.

7.3. Fotocòpia del títol o títols acadèmics corresponents, que el candidat o la candidata consideri més idoni per a la convocatòria i en tot cas que siguin del nivell especificat en la Base 3.1.

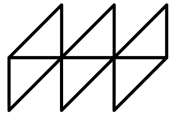
7.4. Fotocòpia del DNI o NIE del/de la sol·licitant. Les persones estrangeres que no disposin de NIE han d'adjuntar una fotocòpia del passaport.

7.5. L'experiència laboral es podrà acreditar mitjançant fotocopies de contractes de treball, certificats d'institucions o empreses, informes de vida laboral, etc.

7.5. Finalment cal complimentar la sol·licitud de l'annex 1, el/la candidat/a donarà compte del compliment, entre d'altres, dels requisits següents:

- Que està al corrent de les obligacions tributàries amb l'Administració General de l'Estat, la Seguretat Social i la Generalitat de Catalunya;
- Que no pateix cap malaltia o discapacitat física que li impedeixi desenvolupar les activitats del contracte;
- Que no està inhabilitat per sentència ferma per a l'exercici de les funcions públiques, ni ha estat separat per resolució disciplinària ferma del servei de cap administració pública.
- Que autoritza al CED perquè li trameti per correu electrònic les comunicacions i les notificacions en relació a aquesta convocatòria. La persona candidata comunicarà al CED l'adreça electrònica on vol rebre els correus.

7.6. A efectes de l'avaluació, només es tindrà en compte la informació del currículum presentada en la data de tancament de la presentació de les sol·licituds. No serà possible actualitzar posteriorment les dades del currículum.



7.7.El CED pot requerir, en qualsevol moment de la tramitació de la sol·licitud, la documentació que consideri necessària per acreditar els requisits previstos en aquesta convocatòria. La no aportació de la documentació requerida en el termini legalment previst pot comportar la suspensió de la sol·licitud. La informació que s'aporti només podrà referir-se, com a màxim, fins a la data de tancament del termini de presentació de les sol·licituds.

7.8.La presentació de la sol·licitud implica la plena acceptació d'aquestes Bases.

7.9.La presentació de la sol·licitud autoritza al CED a obtenir i contrastar les dades necessàries de la persona sol·licitant amb els organismes públics o qualsevol altra administració, amb l'objectiu de resoldre satisfactòriament la convocatòria. En cas que hi hagi dificultats tècniques que impedeixin o dificultin la cessió de dades, es podran requerir els documents a la persona sol·licitant.

## 8. Termini de presentació de les sol·licituds, inadmissió i desistiment.

8.1.El termini de presentació de les sol·licituds serà el fixat en l'anunci del lloc de treball. En tot cas mai serà inferior a 10 dies hàbils a partir de l'endemà de la publicació de la Resolució de les bases de la convocatòria a la web del CED: [www.ced.uab.es](http://www.ced.uab.es), o a altres webs que es considerin idònies, així com a través de les xarxes socials de difusió del CED.

8.2.Finalitzat el termini de presentació de sol·licituds, es farà pública a la mateixa web del CED i al tauler d'anuncis de la secretaria del Centre la relació provisional de sol·licituds admeses i excloses a la convocatòria, amb indicació dels motius d'exclusió de cada cas.

8.3.Els i les sol·licitants exclosos/es disposaran d'un termini de 5 dies hàbils, que comptaran a partir del dia següent a la publicació de l'esmentada relació, per esmenar els defectes de la seva sol·licitud i si no ha fan, es desestimarà la sol·licitud.

8.4.Posteriorment, es farà pública a la web del CED i al tauler d'anuncis de la secretaria del centre la relació definitiva de sol·licituds admeses i excloses en el procés de selecció.

8.5.Prèviament a la concessió del contracte, la gerent del CED notificarà individualment per correu electrònic la admissió o exclusió de les sol·licituds presentades.

8.6.L'incompliment de requisits no esmenables o del termini de presentació de la sol·licitud que estableixen aquestes Bases comporta la inadmissió de la sol·licitud.

8.7.Qualsevol persona sol·licitant pot desistir expressament de la participació en el concurs presentant un escrit de desistiment al CED, que el CED ha d'acceptar.

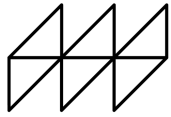
## 9. Procediment i avaluació de les sol·licituds

9.1.La instrucció del procediment i avaluació de les sol·licituds de les persones candidates es farà per mitja d'una Comissió de Selecció que actuarà com a òrgan instructor i tindrà en compte els criteris d'avaluació i selecció que s'estableixen en aquest apartat.

9.2.La Comissió de Selecció estarà formada pel director del CED, que la presidirà; el secretari del Consell de Govern (o els sotsdirectors del CED), i per un vocal que serà la gerent del CED (o un tècnic de l'Àrea d'administració i gestió de la recerca). A més, la Comissió de Selecció podrà comptar amb el personal assessor necessari per a l'acompliment de les seves funcions. Aquests assessors podran assistir a les reunions de la Comissió, amb veu i sense vot.

9.3.La Comissió de Selecció estudiarà les propostes amb la finalitat d'escollir la més adequada als objectius de la convocatòria.

9.4.La valoració de les sol·licituds es farà sobre un màxim de 10 punts i d'acord amb els apartats següents:



- **Titulacions acadèmiques:** es valoraran les titulacions acadèmiques quan aquestes siguin específiques pel lloc de treball, amb una puntuació de 0 a 1 punt. D'aquesta valoració, s'exceptuarà la titulació mínima requerida i que està especificada a la Base 3 de la convocatòria.
- **Formació:** es valorarà especialment la formació sobre matèries directament relacionades amb les funcions pròpies del lloc de treball i el coneixement de llengües, amb una puntuació de 0 a 2 punts.
- **Experiència professional:** es valorarà especialment l'experiència obtinguda en un lloc de treball de funcions iguals o similars en els darrers 5 anys, amb una puntuació de 0 a 7 punts

9.5.No es valoraran els mèrits que no es puguin acreditar.

9.6.La Comissió de Selecció pot demanar a les persones sol·licitants que aportin la documentació complementària que consideri necessària per acreditar les dades que figuren en la sol·licitud, en un termini màxim de 5 dies hàbils. Aquesta petició es comunicarà a les persones interessades a través de l'adreça electrònica especificada pel candidat o candidata en la sol·licitud.

9.7.La Comissió de Selecció acordarà una proposta de concessió del contracte en la qual es concretarà el resultat de l'avaluació efectuada i que constarà d'una relació ordenada dels candidats i candidates en funció de la suma de les puntuacions obtingudes, d'acord amb els criteris fixats en aquesta Base de la convocatòria. En la relació s'especificaran els punts obtinguts per les persones candidates en cadascun dels aspectes i la corresponent suma total. Els candidats o les candidates que no hagin obtingut 7 punts no podran ser seleccionats ni podran formar part de la relació de reserva.

9.8.En cas d'empat, la Comissió de Selecció realitzarà una entrevista personal amb cadascuna de les persones igualades en punts per determinar millor els mèrits i assignarà l'ordre de prelatió entre ells. Si la Comissió ho creu convenient, podrà també entrevistar a aquelles persones que hagin assolit la puntuació més alta i que es portin un punt de diferència respecte de la que hagi obtingut la puntuació més alta.

9.9.La puntuació màxima de l'entrevista serà d'1,5 punts que s'hauran de sumar als punts obtinguts en la valoració de la resta de mèrits. Si la puntuació de l'entrevista ho requereix es podrà superar la puntuació màxima de 10 punts previstos a la convocatòria.

9.10.Només es podrà concedir 1 contracte. La proposta d'adjudicació del contracte seguirà l'ordre de prelatió de les persones candidates.

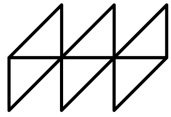
9.11.El candidat o la candidata que obtingui el segon lloc de la classificació ocuparà la plaça de reserva per cobrir la renúncia o baixa que es pugui produir del candidat o candidata seleccionat/da, d'acord amb el que s'estableix a la Base 15 d'aquesta convocatòria. Si aquesta persona no pogués cobrir la vacant, el dret passaria al/a la tercer candidat/a de la classificació.

## 10. Proposta de la resolució provisional de concessió del contracte

10.1.La Comissió de Selecció publicarà la resolució provisional de concessió del contracte, en la qual es concretarà el resultat de la selecció efectuada en una relació ordenada de les persones candidates en funció de la suma de les puntuacions obtingudes, d'acord amb els criteris fixats en la convocatòria, i la relació de reserva.

10.2.Aquesta resolució serà publicada a la web del CED i al tauler d'anuncis de la secretaria del centre. A més, es comunicarà a les persones interessades a través del correu electrònic que hauran especificat en la sol·licitud.

10.3.A partir de l'endemà d'aquesta publicació i comunicació, la persona beneficiària disposarà d'un termini de 5 dies hàbils per comprometre's explícitament, en un document signat, a acceptar i complir totes les condicions d'aquesta convocatòria. Aquest document (annex 2) s'obtindrà a la pàgina web del CED i a la secretaria del centre.



10.4.S'entendrà que la persona beneficiària renuncia a signar el contracte si no ha presentat el document d'acceptació en el termini assenyalat a l'apartat 10.3. En aquest cas es procedirà a concedir el contracte no atorgat a la persona sol·licitant que figuri primer en la relació de reserva per ordre de prelación i se seguiran els criteris de la Base 9.

#### 11. Concessió del contracte de treball.

11.1.El director del CED resoldrà la concessió d'aquest contracte en un termini màxim de 50 dies hàbils després de la publicació de l'anunci a la pàgina web del CED. Un cop transcorregut aquest termini sense resolució expressa, caldrà entendre que el contracte sol·licitat no ha estat concedit.

11.2.La resolució de concessió, a més de recollir el nom de la persona seleccionada a la qual s'ha concedit el contracte, inclourà els noms, ordenats per puntuació, de la resta candidats/tes suplents per cobrir la renúncia o baixa que pugui haver-hi.

11.3.L'adjudicació del contracte corresponent a renúncies o baixes es produirà seguint l'ordre establert en la relació de reserva, d'acord amb el procediment establert en la Base 9 d'aquesta convocatòria.

11.4.La resolució de concessió serà publicada a la web del CED i al tauler d'anuncis de la secretaria del centre. A més, es comunicarà a les persones interessades a través del correu electrònic especificat pels candidats en la sol·licitud.

11.5.Contra la resolució expressa de concessió o denegació, els interessats podran interposar recurs d'alçada davant el Consell de Govern del CED, els acords del qual exhaureixen la via administrativa, en el termini d'un mes a comptar de l'endemà de la resolució, d'acord amb el que estableix l'article 76 de la Llei 26/2010, del 3 d'agost, de règim jurídic i de procediment de les administracions públiques de Catalunya i l'article 122 de la Llei 39/2015, d'1 d'octubre, de procediment administratiu comú de les administracions públiques.

11.6.A partir de l'endemà de la publicació de la resolució de concessió, el beneficiari disposarà de 10 dies per signar el contracte i incorporar-se al CED.

#### 12. Drets i obligacions de la persona contractada.

12.1.Acceptar i complir les condicions d'aquesta convocatòria i les normes de règim intern del CED.

12.2.Incorporar-se al CED i complir les normes de seguretat i salut laboral del Centre, d'acord amb el que estableix la legislació vigent en matèria de prevenció de riscos laborals.

12.3.Incorporar-se a l'Àrea de gestió i suport a la recerca del CED.

12.4.Comunicar, si s'escau, la renúncia del contracte laboral mitjançant escrit motivat adreçat al director del Centre.

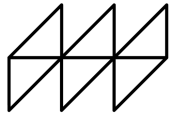
#### 13. Seguiment i avaluació de la persona contractada

La persona contractada serà avaluada durant el període de prova que correspondrà als 6 primers mesos del contracte per a la continuïtat del contracte. En aquesta avaluació es revisarà el compliment de les Bases de la convocatòria i els requeriments específics del lloc de treball, si n'hi hagués, i l'adequada incorporació del/de la contractat/da.

#### 14. Compatibilitat del contracte

Al contracte ofert en aquesta convocatòria li és d'aplicació el que estableix la Llei 21/1987, d'incompatibilitats del personal al servei de l'administració de la Generalitat de Catalunya.





## 15. Renúncies i revocacions

15.1. Les renúncies, revocacions o les baixes que es produeixin en els sis primers mesos del contracte podran ser cobertes pels candidats que figurin a la llista de reserva.

15.2. Si el/la candidat/a renúncia al lloc de treball haurà d'exposar el motiu de la baixa voluntària en un escrit que trametrà a la gerent del CED.

15.3. El/la substitut/a queda subjecte a les mateixes condicions d'aquesta convocatòria.

15.4. El CED revocarà el contracte de treball si no s'ha superat el període de prova establert en la Base 13 d'aquesta convocatòria

## 16. Dades de caràcter personal

16.1. D'acord amb la legislació vigent en matèria de protecció de dades de caràcter personal, les dades personals de les persones candidates seran tractades amb confidencialitat i amb la finalitat de gestionar la relació del candidat amb el Centre. El CED adopta les mesures de seguretat exigides d'acord amb el nivell de les dades i ha desenvolupat mesures tècniques i organitzatives necessàries per tal d'evitar la pèrdua, alteració, ús inadequat o accessos no autoritzats.

16.2. Mitjançant la lectura d'aquesta clàusula el/la candidat/a declara conèixer la destinació i ús de les dades, i hi dona el seu consentiment, que es recull en la convocatòria.

16.3. Per exercir els drets d'accés, rectificació, cancel·lació i oposició el/la candidat/a s'ha de dirigir al CED per escrit (carrer de ca n'Altayó s/n, campus Universitat Autònoma de Barcelona, Edifici E2, 08193 Bellaterra, o [demog@ced.uab.es](mailto:demog@ced.uab.es))



HR EXCELLENCE IN RESEARCH

El CED ha subscrit els requeriments i principis de la Carta Europe per a la recerca i el Codi de conducta per a la contractació d'investigadors.

La contractació s'efectuarà segons la normativa de la Llei de l'Estatut dels Treballadors.

El CED té en compte els principis d'igualtat per raó de sexe, estat civil, nacionalitat, creences polítiques o religioses, orientació sexual, o altres; així com l'accessibilitat universal de les persones amb discapacitat sempre i quan superin els processos selectius i acreditin la compatibilitat amb el desenvolupament de les tasques del lloc de treball.

Si algun dels candidats té suggeriments o queixes sobre el procés de selecció, els demanem que es posin en contacte amb nosaltres a l'adreça [demog@ced.uab.es](mailto:demog@ced.uab.es)

## Application for the Position of Research (Ref. R401/2019)

### Personal data of the applicant for the position

First name	First last name	Second last name (if used)
DNI/NIE/Passport	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth
Telephone	Mobile Phone	e-mail
Postal address		
Street name, no. and apartment	City and country	Postal code
In case of disability Type		Special needs

### Academic background of the applicant for the position (Sections 3 and 7 of the call)

Academic title

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### Official notices

☐ I agree to receive notifications and electronic communications regarding the administrative proceedings related to this application and for them to be sent to the email address specified in the application, and I give my consent to publish my name and/or official document number in the various resolutions resulting from the call on the CED website and bulletin board or on other media.

### Statement

In accordance with the provisions of Sections 3 and 7 of the call, I hereby declare that:

☐ I possess the level of proficiency in the English language required by the call;

☐ I possess the basic command of the Spanish and/or Catalan language required by the call;

☐ I have not been disqualified for public employment by a binding legal resolution, nor have I been barred from service in any public administration by a binding disciplinary resolution;

☐ I am aware of the tax obligations resulting from the position with the General Administration of the State, the Social Security Administration, and the Generalitat of Catalonia;

☐ I do not suffer from any illness or physical disability that prevents me from performing work on the contract,

☐ The information provided on this application is accurate and complete, including that provided on all supporting documentation, and I undertake to fulfill the conditions specified in the call if I am awarded the contract.

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### **I hereby authorize**

☐ I authorize the CED to consult my data held by other administrations or organizations to verify that I meet the conditions required to carry out the tasks relating to this application. Should any technical difficulties arise that make impossible or impede the acquisition of such information, I hereby commit to provide the required documentation.

If you do not wish to give this authorization, you must attach to the application the supporting documents corresponding to Section 7.3.1, as well as the mandatory data that the CED may require corresponding to Section 7.8 of the call.

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### **Attached documentation**

Attach the following documentation:

- ☐ Cover letter
- ☐ Contact details of 3 referees.
- ☐ Curriculum vitae specifying the applicant's academic qualifications, complementary training and work experience related to the purpose of the call, the level of mastery of languages, specifying the oral and written level of command for each of them, and other relevant curricular information.
- ☐ Photocopy of the DNI, NIE or passport of the applicant.

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### **CONFIDENTIALITY OF PERSONAL INFORMATION**

In accordance with prevailing regulations on the protection of personal data, we inform you that your data will become part of a file for which the CED is responsible. These data will be treated confidentially and be used for the purpose of managing your relationship with the Institute. The CED has adopted the security measures needed to guarantee the confidentiality, security and integrity of applicant data. By reading this clause, you acknowledge and accept the party receiving the data and the use to be made of it, hereby giving your consent. To exercise your rights of access, rectification, cancellation and opposition, you can address your concerns to the CED in writing to Carrer de ca n'Altayó, Edifici E2, 08193 Bellaterra, Barcelona, or via email to [personaldata@ced.uab.es](mailto:personaldata@ced.uab.es)

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Place, date and signature of the person applying for the contract

**Director of the Center for Demographic Studies**

**Document of Acceptance of a Research Position in Demography R4. Contract for a Permanent Full-time Position (Form R401/2019)**

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**Personal data of the person accepting the position and contract**

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Given name	First last name	Second last name (if used)
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DNI/NIE/Passport	SS N°
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**Personal bank account data for direct credit of payroll payments**

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Name of the financial institution	IBAN number for the bank account
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**New Employee Acceptance of Terms and Conditions for the Position:**

1. The work contract proposal offered through the provisional resolution for a call for applications (see Point 10) by the Center for Demographic Studies (hereinafter, "CED") provides for the opening of a research position within Demography R4 unit; in this case an indefinite full-time position (Ref. T01/2019).
2. The rights and obligations that pertain to you as contracted staff are established in Section 12 of the aforementioned call; namely, you are required to:

2.1. Accept and fulfill the conditions of the call and the norms set by the internal protocols of the quality system employed by the CED.

2.2. Join the workforce of the CED and comply with the health and safety regulations set by the Center in accordance with the provisions of Law 31/1995, of November 8, on the prevention of occupational hazards.

2.3. Join the workforce of the CED Research Management and Support Unit as a team member whenever the work so requires.

2.4. Give official notice, when applicable, regarding your resignation from this work contract by means of a letter explaining your reasons for doing so, addressed to the Center's Manager with a reasonable lead time of not less than 15 days.

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**Documentation Attached to the Acceptance Form (Section 10.3)**

Certified documentation:

- ☐ Photocopy of the applicant's academic degree or corresponding academic record.  
☐ Photocopy of the applicant's DNI, NIF or passport.

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Place, date and signature of the person who accepts the contract.

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**Director of the Centre for Demographic Studies**

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