



JOB OFFER IN DIPC

PROCUREMENT AND ADMINISTRATION TECHNICIAN

The Donostia International Physics Center (DIPC) is looking for candidates to hire a graduate for the position of Public Procurement and Administration Technician. The successful candidate will provide support to the DIPC administration staff.

Functions

Among others:

- Direct preparation of tender documents and other documentation required for public tenders.
- Evaluation of bids and drafting of contracts resulting from calls for tenders.
- Filing, monitoring and administrative management of tenders, contracts and purchases resulting from framework agreements.
- Preparation and communication of contract extensions.
- Publication of tenders and minor contracts.

In addition, the candidate will participate in the day-to-day administrative tasks and document management of the centre.

The candidate will work under the supervision of the DIPC management.

Requirements

Education: Bachelor's degree or university degree in Law, ADE or similar.

Languages:

- Demonstrable high level of English, spoken and written, accredited.

Availability for immediate incorporation.

Other skills valued

Master's degree in specialisation.

Mastery of administrative legislation on procurement (including the Law on Public Sector Contracts).

Mastery of the computer applications necessary for the optimal development of the job.

Personal requirements

Ability to work to deadlines.

Willingness to perform versatile tasks in terms of function and responsibility.

Ability to work as part of a team.

Initiative.

We offer

Joining a Research Centre of international relevance.

Temporary contract due to production circumstances, with incorporation from 14 November 2022.

Salary to be negotiated depending on the candidate's profile.

Those interested should send a curriculum vitae and cover letter to the e-mail address jobs@dipc.org **before 7 November 2022**.

Applications will be evaluated by a Committee appointed by the Director of the DIPC according to the following criteria (with the weighting in percentage of the final score indicated in brackets):

- CV of the candidate (50%)
- Cover letter (10%)
- Personal interview (40%)

In order to pass to the personal interview phase, it will be necessary to obtain a minimum of 40 out of 60 in the evaluation of the CV and cover letter. Likewise, those profiles that, in the committee's opinion, do not meet any of the requirements for the job position will not be evaluated.

The final resolution of the selection process will be published on the DIPC website as soon as possible.