

**REASON FOR HIRING: PERMANENT (non-tenured)**

CONTRACT START DATE: 14/05/2026

EXPECTED ACTIVITY END DATE:30/04//2027

COST CENTRE:188596/324MB05

**JUSTIFICATION:**

The specific circumstances justifying it, along with their relation to the anticipated duration, must be clearly specified.

It is necessary to strengthen the role of the Local Coordinator (EC2U terminology) with a profile qualified to manage mobility programmes and related calls for applications, organise events, interact with students and academic staff, and oversee the administration associated with the master's programmes, as well as the projects linked to the EC2U Alliance.

**DESCRIPTION OF THE TASKS TO BE CARRIED OUT:**

Technical and administrative support for the management and implementation of the EC2U Alliance.

Management of administrative procedures and calls for applications related to EC2U master's programmes, as well as mobility calls, including:

- Operational monitoring of project activities, timelines, and deliverables, as well as facilitating and supporting ongoing work.
- Collection of information and documentation, and support in the preparation of technical and activity reports.
- Collaboration in the organisation of events, workshops, and other alliance activities.
- Financial monitoring and supporting documentation for the project, as well as operational coordination and collaboration with the different internal services and academic staff of the University of Salamanca involved in the implementation of project activities.

Signed Researcher in charge:

Raúl Sánchez Prieto

Call Code (1) 2026/S019/01

ANNEX I

CALL FOR HIRING PERMANENT (non-tenured) RESEARCH AND/OR TECHNICAL SUPPORT STAFF FOR RESEARCH AND TRANSFER ACTIVITIES, FUNDED BY A PROJECT, AGREEMENT OR RESEARCH CONTRACT.

Deadline to submit applications: 7 days from the day following publication on University of Salamanca's electronic notice board, available at its online portal.

PRINCIPAL INVESTIGATOR OF THE PROJECT, AGREEMENT OR CONTRACT PROPOSING THE CALL: Raúl Sánchez Prieto

RESEARCH PROJECT, AGREEMENT OR RESEARCH OR TRANSFER CONTRACT TO WHICH IT IS ASSIGNED European Campus of City Universities (2023 - 2027)

FUNDING ENTITY: EUROPEAN UNION

EXTERNAL REFERENCE GA 101124589

COST CENTRE: 188596 324MB05

DEPARTMENT/CENTRE WHERE THE WORK WILL BE CARRIED OUT: EC2U  
Office

STAFF TO BE HIRED

Research staff

X Technical support staff

WORKING HOURS (*maximum 37.5 hours per week*): 35

WORK SCHEDULE: morning and afternoon

CONTRACT TYPE: PERMANENT (non-tenured) Contract for scientific-technical activities.

Articles 23-bis and 32-bis of Act 11/2014 on Science, Technology and Innovation Royal Decree-Law 8/2022, of 5 April, which introduces urgent measures regarding employment contracts within the Spanish Science, Technology and Innovation System.

In accordance with Article 52.c and e) of the Consolidated Text of the Workers' Statute Act, approved by Royal Legislative Decree 2/2015, of 23 October, the contract may be terminated:

c) When any of the causes set forth in Article 51.1 are fulfilled and the termination affects a smaller number than the number set forth therein. Worker representatives shall have priority in remaining with the company in the situation referred to in this section.

e) Whenever permanent contracts are directly established by non-profit entities for specific public plans and programmes that lack stable funding and are financed by Public Administrations through annual budgetary or extra-budgetary allocations from specific external income, this insufficient funding may affect the continuation of the employment contract.

NUMBER OF CONTRACTS: 1

GROSS MONTHLY REMUNERATION (including pro rata extra payments): 2.000

DESCRIPTION OF THE ACTIVITY TO BE CARRIED OUT:

Technical and administrative support for the management and implementation of the EC2U Alliance. Management of the administrative procedures and calls for applications related to EC2U Master's programmes, as well as mobility calls, including:

Operational monitoring of project activities, timelines, and deliverables, and facilitation of ongoing tasks and workflows.

Collection of information and documentation, and support in the preparation of technical and activity reports.

Collaboration in the organisation of events, workshops, and other activities of the Alliance.

Financial monitoring and management of supporting documentation for the project, as well as operational coordination and collaboration with the different internal services and academic staff of the University of Salamanca (USAL) involved in the implementation of the activities.

EXPECTED CONTRACT START DATE: 4/05/2026

EXPECTED ACTIVITY END DATE: 30/04/2027

SPECIFIC REQUIREMENTS:

Bachelor's degree or equivalent.

Demonstrated English language proficiency at CEFR B2 level.

- Tests to be undertaken by the candidates (if applicable): Interview (partially conducted in English). Candidates who obtain a minimum of 6 points out of 10 in the remaining assessment criteria will be invited to the interview.

The Selection Committee will evaluate the documented merits and any required tests based on the following scale, UP TO 12 POINTS.

**EVALUATION CRITERIA / SCALE:**

Experience in university projects and alliances (2 points).

Experience working in universities or public administrations (2 points).

Experience in organising meetings, events, and workshops (in-person, hybrid, or online) (2 points).

International experience (2 points).

Experience in the operational, administrative, and financial management of projects (2 points).

Interview (assessment of aptitude, maturity, and ability to work independently) (2 points).

**SELECTION COMMITTEE:**

President: Ricardo Manuel Benites da Costa

Board member: Ester Méndez Rodríguez

Secretary : Jorge Hernández García