REASON FOR HIRING: PERMANENT (non-tenured)

CONTRACT START DATE: 07/12/2026

EXPECTED ACTIVITY END DATE: 30/10/2027

COST CENTRE: 188596_324MB05

JUSTIFICATION:

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

The hiring is justified by the need to recruit technical support staff during the final execution phase of the European Campus of City-Universities (EC2U) project, funded by the European Union through the Erasmus+ programme (GA 101124589). Between 1 December 2026 and 30 October 2027, activities requiring specific and continuous support will be concentrated: organisation of national and international events and mobilities, communication and dissemination, administrative and document management, monitoring of tasks, milestones, deliverables, and indicators, and preparation of technical reports and reporting documentation. The expected duration corresponds to the period during which these activities must be carried out and coincides with the remaining execution and funding phase of the project. Therefore, the hiring need is directly linked to the fulfillment of the EC2U work plan.

DESCRIPTION OF THE TASKS TO BE CARRIED OUT:

- Comprehensive planning, organisation, and execution of national and international events linked to EC2U, such as forums, workshops, conferences, meetings, international weeks, and mobility activities, in in-person, hybrid, or online formats. This includes drafting programmes, managing registrations, preparing venues, technical equipment, and materials, and coordinating with speakers, participants, suppliers, and collaborating entities.
- Support for the institutional communication of EC2U and its related projects and activities, through drafting, editing, and adapting news, newsletters, calls for applications, and other content in Spanish and English.
- Design, editing, and production of graphic, audiovisual, and digital materials, such as presentations, infographics, posters, brochures, videos, and other communication and dissemination resources.
- Management and community building across social media, websites, and other digital channels, including content scheduling, publishing, updating, and monitoring.
- General administrative support in the development of EC2U activities and related projects, including preparing and processing documentation, managing applications, calls, registrations, mobilities, and other administrative actions.
- Assistance, information, and support for students, teaching and research staff (PDI), technical, administrative, and service staff (PTGAS), researchers, and other participants, as well as liaison with academic leaders, partner universities, administrative units, and collaborating entities.

- Document and information management, including creating, organising, and updating files, databases, lists, archives, evidence, and indicators linked to the activities carried out.
- Support in project technical management and monitoring, through controlling schedules, tasks, milestones, and deliverables, collecting results, and preparing technical reports, activity reports, and reporting documentation.
- Support in preparing and developing new initiatives, proposals, and projects linked to EC2U, including information gathering, coordination of contributions, and document preparation.
- Any other function related to the position that may be assigned and for which the candidate is qualified.

Signed Researcher in charge:

Raúl Sánchez Prieto

Call Code (1) 2026/8596/02

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: 20 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: Prof. 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 - Erasmus+ Programme

EXTERNAL REFERENCE: GA 101124589

COST CENTRE: 188596 324MB05

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

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:

- Comprehensive planning, organisation, and execution of national and international events linked to EC2U, such as forums, workshops, conferences, meetings, international weeks, and mobility activities, in in-person, hybrid, or online formats. This includes drafting programmes, managing registrations, preparing venues, technical equipment, and materials, and coordinating with speakers, participants, suppliers, and collaborating entities.
- Support for the institutional communication of EC2U and its related projects and activities, through drafting, editing, and adapting news, newsletters, calls for applications, and other content in Spanish and English.
- Design, editing, and production of graphic, audiovisual, and digital materials, such as presentations, infographics, posters, brochures, videos, and other communication and dissemination resources.
- Management and community building across social media, websites, and other digital channels, including content scheduling, publishing, updating, and monitoring.
- General administrative support in the development of EC2U activities and related projects, including preparing and processing documentation, managing applications, calls, registrations, mobilities, and other administrative actions.
- Assistance, information, and support for students, teaching and research staff (PDI), technical, administrative, and service staff (PTGAS), researchers, and other participants, as well as liaison with academic leaders, partner universities, administrative units, and collaborating entities.
- Document and information management, including creating, organising, and updating files, databases, lists, archives, evidence, and indicators linked to the activities carried out.
- Support in project technical management and monitoring, through controlling schedules, tasks, milestones, and deliverables, collecting results, and preparing technical reports, activity reports, and reporting documentation.
- Support in preparing and developing new initiatives, proposals, and projects linked to EC2U, including information gathering, coordination of contributions, and document preparation.
- Any other function related to the position that may be assigned and for which the candidate is qualified.

EXPECTED CONTRACT START DATE: 07/12/2026

EXPECTED ACTIVITY END DATE: 30/10/2027

SPECIFIC REQUIREMENTS:

- **Qualification:** Bachelor's degree, Master's degree, or equivalent higher qualification.
- **Other Merits (CV):** Demonstrated English language proficiency at CEFR B2 level (minimum).

- **Tests to be undertaken by the candidates (if applicable)**

Personal interview, which will be conducted partially in English. Candidates who obtain a minimum score of 6 points out of 10 corresponding to the remaining sections of the evaluation scale will be invited to the interview.

EVALUATION CRITERIA / SCALE:

The Selection Committee will evaluate the documented merits and, where applicable, the test to be conducted according to the following scale, **UP TO 12 POINTS**:

- **Experience in communication and design (up to 2 points):** Experience in institutional, corporate, scientific, or university communication; drafting and adapting content in Spanish and English; and designing, editing, or producing graphic, audiovisual, and digital materials, such as presentations, infographics, posters, brochures, and videos, will be evaluated.
- **Experience in social media management (up to 2 points):** Experience in planning, creating, publishing, and monitoring content for social media, websites, newsletters, and other digital communication channels will be evaluated.
- **Experience in planning and organizing events (up to 2 points):** Experience in planning, coordinating, and executing in-person, hybrid, or online events, including managing programmes, registrations, venues, technical equipment, materials, suppliers, speakers, and participants, will be evaluated.
- **Experience in administrative management (up to 1 point):** Experience in administrative and document management, database and file maintenance, registration management, preparation of documentation, user support, and coordination with students, teaching/research staff (PDI), technical/administrative staff (PTGAS), and researchers, will be evaluated.
- **Experience in project management (up to 1 point):** Experience in project planning and monitoring, task coordination, schedule control, milestones, deliverables, and indicators, as well as preparation of technical and activity reports, will be evaluated. Experience in European projects, university alliances, university or international environments, and networking will be especially valued.

- **Personal interview (up to 4 points):** Suitability of the profile for the position, communication skills in Spanish and English, autonomy, professional maturity, initiative, organizational and problem-solving skills, teamwork, and ability to interact with researchers, international partners, and members of the university community will be evaluated.

SELECTION COMMITTEE:

- **President:** Oscar Lorenzo Sánchez
- **Board member:** Jorge Hernández García
- **Secretary:** Ester Méndez Rodríguez