BASIC INFORMATION ON THE OFFER

Temporary hiring of a *"Technical Manager"* and a *"Local Manager"* (Category: Research and Teaching Support Graduates) by the University of Cadiz as coordinator of the European University of the Seas (SEA-EU), within the Erasmus + European Universities programme with project reference number 612468PP-1-2019-1-ES-EPPKA2-EUR-UNIV.

<u>Duration:</u> until **September 30, 2022.**

<u>Gross salary:</u>

Technical Manager: 50,406.58 €

Local Manager: 44,458.46 €

<u>Possible Start Date</u>   January 2020

Selection Process (Annex I): Education and past experience assessment phase (40%) and exam phase (60%), with a written test (syllabus annex II) and interview.

Estimated date of publication of the offer: November 2019.

The first exam will not be held before 1.12.2019

Requirements:

1. Must be a citizen of any EU country or a resident to whom free movement of EU workers is applicable.
2. Must have a bachelor's degree or above (must be approved)
3. Languages: English and Spanish, accredited C1 level or above or native speaker.
4. Documentation: copy of National ID or passport, copy of required academic qualifications, CV and other qualifications, courses, work experience, language certificates.

    Applications may be made electronically with a digital certificate or at the General Register of the University of Cadiz, (Reina Sofía Cultural Centre Building, Paseo Carlos III, s/n Cádiz E-11003. Spain

Further information at:

https://personal.uca.es/convocatoria-pas/

ANNEX I
SELECTION PROCESS

POST 1: TECHNICAL MANAGER SEA-EU (Research and Teaching Support Graduate)

PROFILE: person with extensive experience in planning and managing European projects, preferably from the Erasmus+ programme, with training in the drafting of technical and financial reports, with digital skills, as well as leadership, teamwork, communication and decision-making abilities.

RESPONSIBILITIES OF THE POST:
-   Carrying out coordination and dynamization tasks of the SEA-EU technical working group.
-   Supporting the executive committee and the thematic subcommittees of the "European University of the Seas" alliance in the administrative, technical and financial management of the project.
-   Drafting reports, preparing meetings and coordination tasks with other members of the "European University of the Seas" alliance, as well as the respective technicians of the various administrative units of the University of Cadiz

EXAM PHASE:
1. First exercise, of a technical nature, will consist of answering a maximum of 10 questions, which will assess the applicants' knowledge of the subjects and responsibilities of the post being offered, included in this Annex. The maximum score to be obtained in this first exercise will be 20 points, with a minimum of 10 points being required to pass.
2. Second exercise, of a practical nature, will consist of an oral/interview test that will cover the elements assessed in the education and past experience phase, the syllabus outlined in Annex II and the applicants' curriculum, in order to assess the capacity, skills and technical know-how required to carry out the job. The maximum score to be obtained in this second exercise will be 40 points, with a minimum of 20 points being required to pass.

The exercises in this exam phase may be carried out in either Spanish or English or alternating between both languages.

EDUCATION AND PAST EXPERIENCE ASSESSMENT PHASE:
-   University qualifications related to the fields of work (economics, business, social and legal sciences). Up to 10 points.
-   Experience in the management of international teams and networks. Up to 10 points.
-   Experience in writing technical reports in English and Spanish. Up to 5 points.
-   Experience in administrative, technical and economic project management. Up to 5 points.
-   Accreditation B1 or above in other languages of the SEA-EU alliance: German, Croatian, French or Polish. Up to 5 points.
-   Excellence in oral and written expression in English and Spanish. Up to 5 points.

POST 2: LOCAL MANAGER SEA-EU (Research and Teaching Support Graduate).

PROFILE: person with experience in the administrative, technical and economic management of international projects, as well as in the management of dissemination and communication resources of European or international projects.

RESPONSIBILITIES OF THE POST:
- Tasks related to the management and dissemination of UCA activities in the context of the "European University of the Seas" alliance.
- Support in the administrative, technical and financial management of the project at the UCA level.
- Preparation of texts and reports in English and Spanish.
- Image and social network support (community manager).
- Coordination of the communication team.

EXAM PHASE:
1. First exercise, of a technical nature, will consist of answering a maximum of 10 questions, which will assess the applicants' knowledge of the subjects and responsibilities of the post being offered, included in this Annex. The maximum score to be obtained in this first exercise will be 20 points, with a minimum of 10 points being required to pass.
2. Second exercise, of a practical nature, will consist of an oral/interview test that will cover the elements assessed in the education and past experience phase, the syllabus outlined in Annex II and the applicants' curriculum, in order to assess the capacity, skills and technical know-how required to carry out the job. The maximum score to be obtained in this second exercise will be 40 points, with a minimum of 20 points being required to pass.

The exercises in this exam phase may be carried out in either Spanish or English or alternating between both languages.

EDUCATION AND PAST EXPERIENCE ASSESSMENT PHASE:
- University qualifications related to the field of work (social science, communication science, advertising, marketing and computer science). Up to 8 points.
- Experience in technical and administrative project management Up to 8 points.
- Experience in community management of projects in different broadcasting media. Up to 8 points.
- Postgraduate training, especially in the management and community management of international projects. Up to 1 point.
- Experience in writing technical reports in English and Spanish. Up to 8 points
- Experience in scientific communication. Up to 1 point.
- Accreditation B1 or above in other languages of the SEA-EU alliance: German, Croatian, French or Polish. Up to 1 point.
- Excellence in oral and written expression in English and Spanish. Up to 5 points.

ANNEX II
SYLLABUS

POST 1: TECHNICAL MANAGER SEA-EU.

1. The European Union's higher education policies: the European Higher Education Area and the European Research Area.
2. The universities of the SEA-EU Alliance. Cadiz, Western Brittany, Kiel, Gdansk, Split and Malta.
3. The European Higher Education Area. Bologna Plan. Horizon 2020.
4. The EU programme to support education, training, youth and sport in Europe: Erasmus Plus.
5. Language policy and immersion plans.
6. The students at the universities. Study plans. Their representation in collegiate governing bodies.
7. European student and young researcher mobility programmes and internships.
8. University programmes and internships for the dynamization of student participation in the university world.
9. Implementation and monitoring of the double international degree. Current Spanish regulations for the approval and accreditation of university degrees issued abroad.
10. Social inclusion plans in the field of university studies. Scholarship programmes. Spanish legislation in the European context. Public and private social inclusion initiatives.
11. Spanish equality and non-discrimination regulations.
12. Attraction of talent. Programmes and initiatives.

POST 2: LOCAL MANAGER SEA-EU.

1. Advertising image and concepts.
2. Journalistic styles and languages. Features and techniques.
3. Introduction to digital journalism. The multimedia journalist. The riches of hypertext and multimedia formats.
4. Communication trends and innovations: new audiences.
5. Functions of scientific outreach. The keys of communication in a scientific environment. Learning to communicate science to society.
6. Communication of science 2.0. Social networks.
7. Spanish equality and non-discrimination regulations.
8. Attraction of talent. Programmes and initiatives.
9. The European Union's higher education policies: the European Higher Education Area and the European Research Area.
10. The EU programme to support education, training, youth and sport in Europe: Erasmus Plus.