

## **OFFER OF TEMPORARY EMPLOYMENT**

### **1 POSTDOCTORAL RESEARCHER - R2 -**

**Ref: 13/2023 ERC-2021-STG PEOPLE**

#### **1. General guidelines**

Dr. Michael Toffolo is the Principal Investigator (henceforth, "IP") of the project PEOPLE (*PalaeoEcology and OPen-Landscape adaptations of Pleistocene humans in South Africa*), whose objective is to determine whether freshwater availability exerted key selective pressure on the evolution, ecology, and dispersal of anatomically modern humans in the semi-arid interior of South Africa during the Middle and Late Pleistocene, and ultimately to understand how and when humans settled in the central interior of South Africa.

This project has been selected to receive funding from the European Research Council (ERC) as part of the European Union's Horizon Europe Research and Innovation Program (Grant Agreement No. 101039711). These funds stand at €1,499,856 and the project will be developed for 5 years starting on September 1<sup>st</sup> 2022 at the Centro Nacional de Investigación sobre la Evolución Humana (CENIEH).

The project PEOPLE will be pursued through an interconnected network of researchers from different fields of geochronology, archaeology, the geosciences, and other related fields, some of whom will work at the CENIEH and be led directly by the IP, while the rest are external collaborators from different European, African, and American research centers.

The Grant Agreement signed with the European Commission (no. 101039711) includes a specific allocation for hiring a full-time, R2 postdoctoral researcher, so that this hire will be 100%-financed by the funds of the Project PEOPLE within the framework of the abovementioned funding program.

The selection process will be carried out through the selection by competitive examination system, with respect to the constitutional principles of equality, merit, capacity and transparency, with the evaluations and scores specified below, in the corresponding section and annex.

This offer shall take into account the principle of equality between men and women in relation to access to employment, in accordance with article 14 of the Constitution of

Spain, the Act 3/2007, of March 22nd, and the First Gender Equality Plan of the CENIEH. In application of the cited statutes relating to genuine equality between men and women and to promote gender equality, this text has been drafted using inclusive, non-sexist language.

The vacancies shall be published at the general portal, <https://administracion.gob.es/>, on the CENIEH website, [Vacancies | CENIEH](#), where the results of the different phases of the selection process shall be published, and using such other channels as are deemed appropriate.

## **2. Purpose of the contract, duration, and remuneration**

The overall purpose of the contract will be (1) to conduct archaeological survey 4 months per year in the Free State Province of the Republic of South Africa together with the IP and local team members, with the aim of documenting new archaeological and paleontological localities, part of which will be selected for excavation; (2) to collect sediment samples for paleoenvironmental analyses; (3) to study the lithic artifacts identified during survey and recovered during archaeological excavations; (4) to publish the results of these research activities in a timely manner.

The duration of this contract is 3 years. The start date is estimated at February 1<sup>st</sup>, 2024, which may be extended up to April 1<sup>st</sup>, 2024, at the latest. This post requires permanent residency in Spain and it is not compatible with other research projects that include fieldwork unrelated to PEOPLE's.

This temporary position will report to the IP of the PEOPLE project which will finance the entirety of the salary costs of this contract (gross salary, employer's Social Security contribution, raises and incentives, if applicable, and the appropriate severance pay).

These temporary positions fall within the Research Functional Area, Professional Group II, level B.2, professional category of Postdoctoral Researcher, with a tier 4 complement in conformance with the professional classification and salary tables in force of the First Collective Agreement of the Consorcio CENIEH published in the Boletín de la Provincia de Burgos, No. 8, on January 12<sup>th</sup> 2012.

The employment contracts to be formalized shall be for an open-ended contract due to technical and scientific activities linked to the project and budget by virtue of the art. 23 Bis of the Law 14/2011, de 1 de junio, de la Ciencia, la Tecnología y la Innovación, full-time, for 38.5 hours per week, so that according to the tables for 2023 this gross annual remuneration stands at approximately €29,400.

### 3. Requirements of candidates

Minimum requirements that applicants must meet by the application deadline to be admitted to the selection process:

- PhD preferably in Archaeology, Quaternary Science, or Anthropology.
- Demonstrated experience in archaeological survey and excavation in Africa.

Applicants **must have completed their doctorate no later than November 1<sup>st</sup>, 2023** to be admitted to the process.

Once admitted to the process, the following aspects detailed in Annex I will be evaluated in particular:

1. The qualifications demanded will be assessed in accordance with how close a relation they bear to the duties and tasks to be performed.
2. Demonstrated knowledge of the Middle Stone Age lithic technocomplexes of Africa.
3. Experience of archaeological survey and excavation.
4. Experience in scientific publishing.
5. Participation to research projects.
6. International mobility during university training or postdoctoral career.
7. Participation to international conferences.
8. High level of English (minimum B2 level).
9. Willingness to conduct fieldwork over long periods (up to 3 months).
10. Demonstrated commitment to "open science" and responsible scientific promotion and outreach.
11. Keen interest in working in interdisciplinary environments together with specialists in earth sciences, chemistry, physics, paleoanthropology, and paleoecology.

### 4. Applications

To participate in this competition, all persons who are interested and who fulfill the minimum requirements established in point 3., should file **an online application at the CENIEH website**, attaching the following documentation, preferably in pdf format:

1. Curriculum vitae detailing the specific training and experience to be assessed in the process, and list of publications, focusing above all on the points to be evaluated in the process.
2. Letter of motivation with description of scientific interests akin to the project, of maximum size one sheet on both sides (font Arial 11 or equivalent).
3. Documentation accrediting the merits to be assessed pursuant to the evaluation criteria set out in Annex I.
4. Employment history issued by the Tesorería de la Seguridad Social, or equivalent certificates for those who have worked in another country.
5. The names of two referees with their contact information to request references.
6. Copy of DNI, NIE, or passport.
7. Academic degree or certification to be considered in the selection process, showing the completion date.

Should some problem with uploading files present itself, these may be sent on an exceptional basis by email to [rrhh@cenieh.es](mailto:rrhh@cenieh.es), stating the reference number for the call (13/2023 ERC-2021-STG PEOPLE). This shall also apply to any incidents that arise in the course of the selection procedure.

The application, the curriculum vitae, and the documentation accrediting compliance with the minimum requirements may be submitted at any time up to **3 PM (Madrid time) on December 1st, 2023**.

Failure to submit the aforementioned documentation will result in the exclusion of the candidate, although any defect in the documentation may be corrected within the period facilitated for the purpose.

For the purposes of the evaluation process, only the information included in the curriculum vitae, the cover letter and the certificates, by the deadline for submitting applications will be considered. Subsequent update of information included in these documents will not be possible. The merits claimed must be held by the deadline and must be appropriately documented for them to be assessed.

## **5. Selection committee:**

Management will appoint the members of the Selection Committee who will evaluate the applications received for the positions offered publicly in this call, and who will make a proposal for the award of the aforementioned position.

The composition of the Selection Committee will be based on the principle of a balanced presence of women and men, except for justified and objective reasons duly explained.

The members of the Selection Committee are listed in Annex II.

The Selection Committee is composed of the following members:

1. President: Dr. Michael Toffolo
2. Member: Dr. Nohemi Sala Burgos
3. Member: Dr. Maïlys Richard
4. Secretary: Ms. Carmen Gutiérrez Díez

All members of the Committee have been duly informed of the aforementioned evaluation criteria for assessing the candidacies submitted for the call.

The members of the Selection Committee shall refrain from intervening when the grounds for abstention provided in Act 39/2015, of 1 October, on the Common Administrative Procedure of the Public Authorities, are applicable. Likewise, applicants may challenge the members of the Committee if the aforementioned circumstances apply.

The Selection Committee, pursuant to article 14 of the Constitution of Spain, will ensure strict compliance with the principle of equal opportunities for both sexes.

The personal data of the members of the Selection Committee that may be handled by the Consorcio CENIEH shall be protected by the regulations on the Protection of Personal Data, and processed and incorporated into the "Human Resources" processing activity, for the purposes of this selection process. The legal grounds for the processing of their data shall be the execution of a contract or precontractual measures. The data provided shall be retained for the period necessary to comply with the legal obligations. Data shall not be transferred to third parties except where required by law, and you may lodge any complaint with the Agencia Española de Protección de Datos ([www.agpd.es](http://www.agpd.es)).

According to the regulations on data protection, and in particular, article 5.1.f) of the General Data Protection Regulation 2016/679/EU (the "GDPR"), members of the Selection Committee are obliged to maintain confidentiality and professional secrecy

with respect to the personal data they may handle as part of their duties in this selection process.

For the purposes of communication and other incidents, as well as to exercise their rights to access, rectification or erasure, restriction of processing, portability and/or opposition, the data subject can contact the data controller: Consorcio CENIEH (Delegado de Protección de Datos), Paseo Sierra de Atapuerca 3, 09002 Burgos, Spain, or [protecciondedatos@cenieh.es](mailto:protecciondedatos@cenieh.es).

## **6. Selection process:**

The Selection Committee will examine the applications received to determine whether they comply with the requirements in point 3 and the documentation in point 4 herein, formalizing for this purpose a *Provisional List of Admitted and Excluded Candidates*.

Candidates will be notified of a period of 5 working days for the correction of documentation, counted from the day following publication of this list, although under no circumstances may this procedure be used to add to, complete, or modify the documentation submitted initially.

Once this period has elapsed, the *Definitive List of Admitted and Excluded Candidates* will be published.

Only the applications that appear as Admitted on this Definitive List, which will be approved by all members of the Selection Committee, will be passed onto the next phase, the curricular evaluation.

The Human Resources Department of the CENIEH will be the body responsible for the custody and control of all documentation related to the selection process.

## **7. Process and evaluation criteria phases**

The admitted candidates will begin the selection process according to the phases and evaluation criteria established in Annex I.

Each member of the Committee shall score the candidates individually, and the average of each applicant's scores will be obtained. The score can be rectified if the information provided in the CV is subsequently found to be inaccurate.

The position that is the subject of the call will be obtained by the candidate who obtains the maximum score of points according to the evaluation criteria and the procedure established in Annex I.

Should no candidate achieve the minimum required score because the ideal profile to fill the position has not been found, in the opinion of the Committee, the post will remain vacant.

The Committee will record its hiring proposal for the aforementioned position in the Resolution Act, which will include the proposed candidate and two alternates, for subsequent approval by the Director.

Any discrepancies which might arise out of the interpretation or application hereof shall be settled by the Selection Committee.

Once the selection process is finished, all documentation referring to it shall be returned to the Human Resources Department of the Consorcio CENIEH, the body responsible for its custody and control.

Throughout the selection process, documentation about it shall be available to candidates from the Human Resources Department, which will also inform each applicant about the progress of the process as well as the results obtained. Similarly, any questions or queries about the process shall be addressed to this department.

## **8. Resolution of the selection process**

Once the final hiring resolution has been approved by Management, it will be published on the CENIEH website and in as many places as deemed appropriate.

Human Resources will contact the selected candidate to obtain the necessary documentation for the formalization of the contract.

A greater number of contracts may not be formalized than positions announced (1).

Applicants with qualifications obtained abroad, unless they are expressed in ECTS, must also furnish a certified copy of the appropriate ratification of those studies or a copy of the credential accrediting that those studies have been validated, if applicable. If this is not held at the moment of formalization, the applicant will be required to obtain this within the first year.

A fixed-term temporary employment contract will be formalized with the successful candidate, who will have to pass a six-month trial period during which the corresponding supervisor will evaluate their proper performance in the position, and issue the appropriate certification at the end of that period.

In order for the contract to be valid and effective, the proposed candidate must submit to a medical examination by the OHS Service of the CENIEH and be declared "fit" to

perform the duties of the position. If the proposed candidate does not submit the appropriate documentation by the deadline set, does not meet the requirements specified, declines the offer, the trial period evaluation is unfavorable, or he/she leaves the post during the first two years, the position may be awarded to the next candidate(s) listed in the Resolution Act. In the event of substitution, the period elapsed shall not be recoverable for the purposes of the duration of the contract, which shall be offered for the time remaining.

Similarly, the list of alternates in the Resolution Act may be used for hiring applicants for other research projects in which the profile and requirements demanded are identical to those herein, always provided that there are urgent reasons and the envisaged duration of the project in question is less than that remaining for the present one. When the cited list is used to fill posts in research projects other than the present one, it shall be valid for 24 months counted from the publication of the Resolution Act.

The present Call, which exhausts available administrative remedies, may be challenged by filing suit before the Juzgado de lo Contencioso-Administrativo of Burgos, within a period of two months counted from the day following its publication on the CENIEH website. It is also possible to file an appeal for reconsideration with the Director within a period of one month from the day following its publication. In this case, the aforementioned suit before the Juzgado de lo Contencioso-Administrativo may not be filed until the appeal for reconsideration has been expressly resolved, or presumed to have been dismissed.

Similarly, all acts arising out of this Call and the actions taken by the Selection Committee may be challenged in the circumstances and in the manner provided for by the Act 39/2015, of October 1st, on the Common Administrative Procedure for the Public Authorities.

Finally, any person possessing knowledge of facts that could constitute fraud or irregularity with regard to this project, under the auspices of this tender or contract, may report these facts to the Servicio Nacional de Coordinación Antifraude of the Comptroller-General of the State by electronic means, using the dedicated channel provided by that Servicio at the address <http://igaepre.central.sepg.minhac.aqe/sitios/igae/es-ES/Paginas/Denan.aspx> ".

## **9. Whistleblower channel**

The CENIEH is committed to compliance with the law and the fight against fraud, corruption and conflicts of interest. Any circumstance that could constitute a felony or



serious or very serious regulatory infringement in the hiring process should be reported using the CENIEH whistleblower channel which is accessible from its home page.

The CENIEH whistleblower channel is an internal reporting channel, which is part of the entity's internal reporting system in compliance with the demands of the Act 2/2023 on the protection of persons who report regulatory infringements or those related to the fight against corruption, designed, established and managed securely, in such a way as to guarantee the confidentiality of the identity of the informant and any third person mentioned in the communication, and of the actions undertaken in managing and processing the same, as well as data protection, with access by unauthorized persons being precluded. Persons who report or disclose infringements shall be entitled to protection, even when they do so anonymously and are subsequently identified, always provided that they had reasonable grounds for believing that the information transmitted on the channel was true at the moment of communication or disclosure, and even if conclusive proof of the substance of the complaint was not furnished.

The CENIEH policy on the internal reporting system and informant protection, and the regulation on managing internal reports and investigations, are available on the entity's website. [Whistleblower channel | CENIEH](#).

In Burgos,

Signed: Dr. María Martín  
Director of the Consorcio CENIEH