Guide for Applicants for Technical and Project Management Staff Contracts

1. The Technical and Management Staff Contract at UJA: The Essential Support for Research

Excellence in research would not be possible without the support of highly qualified technical and management staff. The University of Jaén recognizes the fundamental role of these profiles, whose tasks range from operating advanced scientific instrumentation to the planning, administration, and communication of R&D&I projects. These contracts, defined in Article 3.1 of the Hiring Regulations, are designed to incorporate professionals who, with their knowledge and experience, guarantee the effective and efficient functioning of the UJA research ecosystem.

2. Key Features of Your Contract

As with project research staff, the main contractual modality for technical and management staff is the Scientific-Technical Activities Contract (CACT), regulated in Article 8 of the regulations.

Feature	Detailed Description (Based on UJA Regulations)
Purpose of the Contract	"Performance of technical support tasks (execution of scientific tasks under supervision) or research management (planning, administration, resource management, communication, etc.) linked to R&D projects or lines (Art. 3.1 and 8.1)."
Modality and Duration	"Indefinite-term contract (CACT), whose validity is linked to the continued funding of the line or project to

Feature	Detailed Description (Based on UJA Regulations)
	which it is assigned (Art. 8.4)."
Remuneration	"Remuneration is established according to the professional category (PA1 to PA4, defined by qualification) and the specific call. The salary ranges are detailed in Annex II of the Regulations."
Teaching Collaboration	"This possibility is not applicable to technical and management staff who do not hold a doctoral degree (Art. 24.6)."

3. What Profile is Sought?

UJA hires a wide range of technical and management profiles, classified into four levels according to the required qualification, in accordance with Article 3.3 of the Hiring Regulations 1:

- **PA1 (Staff with Higher Education Degree):** Requires a Licentiate, Engineering, Master's degree, or equivalent qualifications.

- **PA2 (Staff with Bachelor's Degree):** Requires a university Bachelor's degree, Higher Vocational Training (FP Superior), or equivalents.

- **PA3 (Specialist Technical Staff):** Requires a Baccalaureate (Bachiller), Medium-level Vocational Training (FP Medio), or equivalents.

- **PA4 (Auxiliary Staff):** Requires an ESO (Compulsory Secondary Education) degree, Basic Vocational Training (FP Básico), or equivalents.

Each call will specify the level and the specific qualification required for the position.

4. Application Process: Step-by-Step

The application procedure is the UJA standard, unified for all profiles and described in detail in section 2.4 of the predoctoral staff guide. It is essential that you prepare documentation accrediting not only your qualifications but also all professional experience and specific technical competencies you possess.

5. Evaluation and Selection: How Will Your Application be Assessed?

For technical and management profiles, the evaluation focuses on the direct applicability of your skills and experience to the needs of the position. The Selection Committee (Art. 18) will assess your merits according to the rubric in Annex I, with a primary emphasis on 1:

- **Professional experience related to the object of the contract (Block 2):** This is the most relevant criterion. Your previous experience in positions with analogous functions will be valued, demonstrating your ability to perform the requir ed tasks from the outset.

- **Additional Training (Block 4):** Professional certifications (e.g., in project management like PMP, in specific software, in laboratory techniques, in quality management), specialization courses, and language skills will be highly v alued.

- **Technical experience or knowledge (item 4.6 of Annex I):** This specific merit allows for the assessment of concrete competencies that, although not constituting a formal degree, are crucial for the performance of the job.

6. Resolution and Next Steps

The procedure for publishing results, managing the reserve lis t, submitting allegations, and formalizing the contract is identical to that detailed in section 2.6 of the guide for predoctoral staff, guaranteeing the same rights and transparency in the final phase of the process.

7. Essential Information for Candidates

The same considerations as for the previous profiles apply regarding international candidacies, persons with disabilities, language of documentation, and useful contacts. Clarity about the nature of the CACT contract, linked to project funding, is equall y important for these profiles.

Annexes

Glossary of Key Terms

- **BOE:** Boletín Oficial del Estado (Official State Gazette).

- **BOJA:** Boletín Oficial de la Junta de Andalucía (Official Gazette of the Junta de Andalucía).

- **CACT:** Contrato de Actividades Científico - Técnicas (Scientific - Technical Activities Contract).

- **ECTS:** European Credit Transfer System.

- **HRS4R:** Human Resources Strategy for Researchers.

- **LCTI:** Ley de la Ciencia, la Tecnología y la Innovación (Law on Science, Technology, and Innovation - Law 14/2011, and its amendments).

- **LOSU:** Ley Orgánica del Sistema Universitario (Organic Law of the University System).

- **MECES:** Marco Español de Cualificaciones para la Educación Superior (Spanish Framework of Qualifications for Higher Education).

- **OTM-R:** Open, Transparent and Merit - based Recruitment.

- **OTRI:** Oficina de Transferencia de Resultados de Investigación (Research Results Transfer Office).

- **PDI:** Personal Docente e Investigador (Teaching and Research Staff).

- **PTGAS:** Personal Técnico, de Gestión y de Administración y Servicios (Technical, Management, and Administration and Services Staff).

- **TRLET:** Texto Refundido de la Ley del Estatuto de los Trabajadores (Consolidated Text of the Workers' Statute Law).

Comparative Table of Contract Modalities at UJA

The following table offers a global overview of the main access routes to a research career and research support at the University of Jaén, allowing applicants to understand the different opportunities and professional trajectories.

Hiring Profile	Career Level / Technical	Main Contract Modality	Degree Requirement (MECES Level)	Typical Duration	Main Functions	Teaching Possibility
Predoctoral Research Staff	R1	Predoctoral Contract (Art. 5)	Title granting access to Doctorate (Bachelor's, Master's)	Fixed-term (up to 4 years)	Completion of the doctoral thesis	Yes, up to 60h/year from the 2nd year
Postdoctoral Research Staff	R2	Access Contract (Art. 6)	Doctorate (Level 4)	Fixed-term (per call)	Consolidation of research specialization	Yes, up to 100h / year

Hiring Profile	Career Level / Technical	Main Contract Modality	Degree Requirement (MECES Level)	Typical Duration	Main Functions	Teaching Possibility
Project Researcher (Doctor)	R2	Scientific - Technical Activities Contract (CACT) (Art. 8)	Doctorate (Level 4)	Indefinite (linked to funding)	Execution of research tasks in projects	Yes, up to 60h / year
Project Researcher (Non - Doctor)	R2	Scientific - Technical Activities Contract (CACT) (Art. 8)	Master's / Licentiate (Level 3)	Indefinite (linked to funding)	Execution of research tasks in projects	No

Hiring Profile	Career Level / Technical	Main Contract Modality	Degree Requirement (MECES Level)	Typical Duration	Main Functions	Teaching Possibility
Senior Technical/Management Staff	PA1	Scientific - Technical Activities Contract (CACT) (Art. 8)	Master's / Licentiate	Indefinite (linked to funding)	High-qualification technical or management support	No
Graduate Technical/Management Staff	PA2	Scientific - Technical Activities Contract (CACT) (Art. 8)	Bachelor's / Higher VET	Indefinite (linked to funding)	Qualified technical or management support	No

Hiring Profile	Career Level / Technical	Main Contract Modality	Degree Requirement (MECES Level)	Typical Duration	Main Functions	Teaching Possibility
Specialist Technical Staff	PA3	Scientific - Technical Activities Contract (CACT) (Art.8)	Bachiller / Medium VET	Indefinite (linked to funding)	Specialized technical tasks	No
Auxiliary Staff	PA4	Scientific - Technical Activities Contract (CACT) (Art. 8)	ESO / Basic VET	Indefinite (linked to funding)	Auxiliary support tasks	No

Works Cited

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