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UMF

UNIVERSITATEA DE
MEDICINĂ ȘI FARMACIE
IULIU HAȚIEGANU
CLUJ-NAPOCA

Registration No 29699/22.11.2024

COMPETITION NOTICE

FOR THE NOMINATION/FILLING OF THE VACANT POST OF

Research assistant - 1 positions

In the framework of the project PNRR "Deciphering the Genetic and Genomic Architecture of Systemic Lupus Erythematosus" - CF 199/31.07.2023, Contract no. 760280/26.03.2024

The University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj Napoca invites applications:

- Based on Justification Note no. 29559/20.11.2024 approved by the university management on the advertisement of posts outside the organisation chart within the project "*Deciphering the Genetic and Genomic Architecture of Systemic Lupus Erythematosus*",
- Based on O.M. no. 6084/ 27.11.2020 related to OMEC no. 4033/ 23.05.2019 regarding approval of the *Internal procedure for the recruitment and selection of staff for employment on positions outside the establishment plan within the framework of projects financed by non-reimbursable external funds (PLP 21) v2* for the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj Napoca;

Timetable of the competition:

- The competition files must be submitted between: 25.11.2024-29.11.2024, until 13.00
- The examination of the competition files will take place on 02.12.2024
- Appeals: 03.12.2024
- The interview will take place on 04.12.2024, Clinicilor Street, no. 2-4, Clinica Reumatologie Cluj-Napoca, at 10:00
- Preliminary results: 04.12.2024, 15:00
- Deadline for lodging appeals: 05.12.2024
- The final results will be announced on: 06.12.2024

General conditions for the vacant positions:

- has Romanian nationality or nationality of other EU Member States or European Economic Area countries;
- knows written and spoken Romanian;
- is in good health for the post for which he/she is applying;
- meets educational and, where appropriate, seniority or other requirements specific to the post;
- has not been convicted of any criminal offense.

1. Research assistant – 1 vacant position

Specific conditions:

- Graduate of long-term higher education (6 years) in the field of medicine
- Previous experience in the field of functional genetics

Activities within the project:

- Participate in fundamental research activities within the project
- Ensure proper storage and processing of biological samples required for project-related studies
- Conduct functional genetics studies on patients with lupus and healthy controls: cell cultures, ELISA
- Perform nucleic acid analysis: RNA and DNA isolation, quantification, and amplification
- Perform statistical and bioinformatic analysis of the obtained data
- Research the field, propose working hypotheses, and draw relevant conclusions for the research
- Collaborate with team members in disseminating results and promoting the project
- Attend working meetings and any other activity/event organized to ensure smooth project implementation and achievement of set objectives
- Ensure knowledge transfer and guide PhD students involved in the project
- Draft scientific papers
- Participate in activities related to the preparation of progress reports
- Contribute to achieving the project indicators
- Complete the monthly timesheet according to the agreed project template

Contract duration: 4 months

Maximum hours/month: 168 hours/month

In order to participate in the competition, candidates must submit their application files by 29.11.2024, at 13:00, to the Human Resources Department, 8 Victor Babes Street, 2nd floor, room 209, contact person: Ec. Pop Mihaela, tel. 0374834166.

Content of the application file:

- a) Application for the recruitment and selection process (standard application form attached to the recruitment and selection notice - must include the title of the post for which you are applying);
- b) CV, dated and signed on each page, in Europass format, stating the project and the post applied for;
- c) Copies of the original identity card or any other document proving identity, according to the law, as appropriate (certification will be made by comparison with the original documents by the secretary of the committee);
- d) Copies of identity documents and educational documents certified to be in conformity with the original (certification will be made by comparison with the original documents by the secretary of the committee);
- e) Original certificates/diplomas attesting to the completion of specialisations, (originals are required for certification);
- f) Supporting documents proving seniority in employment and/or studies, i.e. proving the specific professional experience required for the post (e.g. certificates of seniority in employment and studies, employment contracts, job descriptions, recommendations, etc.), copies in accordance with the original;
- g) Criminal record or a sworn statement that he/she has no criminal record that would make him/her incompatible with the position for which he/she is applying; the criminal record must be submitted by the successful candidate within 10 working days of the publication of the final result of the recruitment and selection process;
- h) A medical certificate attesting to an appropriate state of health issued no more than 6 months prior to the recruitment and selection procedure by the candidate's general practitioner or by the competent health units;
- i) Declaration of availability of time allocated to the project, per day and per month;

j) Agreement on the processing, processing and storage of personal data.

The competition calendar

The competition will consist of 2 stages as follows:

- **First Step:** Verification of the eligibility of applications submitted by candidates. All CVs received and other documents submitted will be analysed using the Recruitment and Selection Grid.

The Selection Committee will post the result of the evaluation of the applications and the scheduling of the interview on the website www.umfcluj.ro on 02.12.2024 with the mention "admitted" or "rejected".

- **Second Step:** Interview.

Verification of candidates' knowledge and/or skills will be carried out through individual interviews. The interview will be conducted according to the interview schedule drawn up by the Recruitment and Selection Committee on the day of the interview based on the assessment criteria. The maximum possible mark awarded to a candidate will be 100 points and the minimum admissible mark will be 60 points.

The results of the candidates at the interview stage will be the arithmetic average of the marks awarded by the members of the committee and will be published on the website www.umfcluj.ro on 04.12.2024.

Settlement of appeals:

Any appeals must be lodged within one working day of the publication of the results of the selection and/or interview, except in the case of compulsory rest days (Saturday and Sunday) or statutory holidays, in which case the deadline is extended to the first working day following publication. Appeals will be dealt with by the Appeals Committee.

The marks awarded after appeals remain definitive.

The final result will be published on the website www.umfcluj.ro on 06.12.2024.