

#3273

Public Notice - International Selection Procedure
Recruitment of a Technician without academic degree
(employment contract)

UI&D CIUHCT (UIDP/00286/2020)

FCiências.ID - Associação para a Investigação e Desenvolvimento de Ciências, through its Chairman of the Board of Directors, hereby announces the opening of an international call for the **recruitment of a Technician without academic degree**, in the framework of the Interuniversity Center for the History of Science and Technology (CIUHCT - UIDP/00286/2020), funded by the Fundação para a Ciência e Tecnologia in the form of a 50% part-time contract, with an uncertain duration term, according to the Portuguese Labour Code and complementary legislation.

I - Admission Requirements

Portuguese nationals, foreign and stateless persons may submit applications to this selection procedure, provided they hold high school level¹, and fully comply with the following requirements:

- a) The high school level must have been granted at least three years ago.
- b) Proven experience in secretary job for Research Units.
- c) Proven experience in organizing and managing scientific communication, as well as using the ERP SINGAP Software.

¹ Please note that Degrees obtained in foreign countries need a Portuguese Recognition issued by a Portuguese high degree Institution, according to the [Decree-Law nr. 66/2018](#), of august 16th and the [Ministerial Order nr. 33/2019](#), of January 25th. The presentation of such Recognition is mandatory for contract signature. More information can be obtained in: <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>.

II. Applicable Law

1. Portuguese Labour Code, as approved by Law No. 93/2019, of September 04th, in its current version (CT);
2. Administrative Procedure Code, as published in Decree-Law No. 4/2015, of January 7th, in its current version (CPA).

III. Work Plan

The objectives of the work plan are:

1. Full monitoring of CIUHCT scholarship application processes, within the scope of human resources (collection of applications and their analysis from an administrative point of view; verification of compliance with deadlines and required documentation; preparation and delivery of candidate files for analysis by the jury; preparation of the hiring processes, in liaison with NOVA-ID-FCT. Monitoring the process of installing fellowship holders - spaces, equipment, etc.)
2. Full monitoring of the process of purchasing goods, services and equipment (search for suppliers, requests for quotations, contacts with suppliers, preparation of documentation, monitoring of payment processes and goods' acquisition).
3. Monitoring of processes associated with missions carried out by CIUHCT researchers (contacts with travel agencies; budget requests; preparation of the various options for the researchers' decision; preparation of acquisition processes; collecting documentation related to the mission, namely abstracts, mission program, boarding pass, travel report, etc).

4. Support in the organization of congresses, workshops, exhibitions.

5. Support for the edition of the CIUHCT Collection.

IV. Composition of the Jury

The members of the jury are:

- President – Professor Ana Duarte Rodrigues
- 1st Member of the jury – Professor Maria Paula Diogo
- 2nd Member of the jury – Professor Ana Simões
- 3rd Member of the jury – Professor Isabel Amaral
- 1st Alternate Member of the jury – Professor Jorge Nuno Silva

V. Place of work

The work will be developed at the facilities of Research Center CIUHCT, at its facilities in FCT NOVA (Largo da Torre, 2829-516 Caparica), Portugal, including any travel to the Faculdade de Ciências, Campo Grande, Lisboa.

VI. Contract Duration

The full-time indefinite duration fixed-term employment contract is expected to start on July 2020, and will last until the Work Plan referred to in section III is completed. It will have an expected duration of 36 months, will not exceed the limits set in the CT, including an initial experimental trial period of 30 days.

VII. Monthly Allowance

The gross monthly salary corresponds to 500 Euros, plus holiday and Christmas allowances, as well as half of food allowance in the amount and conditions set out for workers with a legal employment relationship under the Labour Code.

VIII. Evaluation of applications

1. Failure to comply with the Admission Requirements implies the non-admission of candidates in absolute merit.
2. The final classification of candidates is given on a scale of 0 to 100%.
3. Evaluation of the relative merit of candidates, will rely on the following criteria:
 - a) Curriculum Vitae 50 %;
 - b) Proven experience in secretary job for Research Units 30;
 - c) Motivation letter 20 %.
4. The jury shall deliberate by means of a roll-call vote based on the evaluation criteria.
5. Minutes of the jury meetings are drawn up, summarizing all relevant elements considered by jury members, as well as their individual votes and justifications.
6. After completion of the evaluation process, the jury will draw up a ranking of successful candidates with their classifications.
7. Hiring will be decided by the Chairman of the Board of Directors of FCIências.ID, based on the final jury recommendation.

8. The evaluation results will be published on the website of the FCIências.ID (<http://www.fciencias-id.pt/> "Concursos" tab). The candidates will be individually notified of the evaluation results by e-mail sent to the address indicated in the "Personal Data" section of the submitted form.
9. With the notification referred to in paragraph 9, the hearing phase of interested parties referred to in Article 121 et seq. of the CPA will begin, and last for ten working days.
10. The possible pronouncement of the candidate in a prior hearing must be addressed to the President of the jury and submitted in writing to fciencias.id@fciencias-id.pt. The President of the jury will convene a jury's meeting to produce the final decision, within thirty working days.
11. Within five working days of the final jury decision, the Chairman of the Board of Directors of FCIências.ID will approve it and the candidates will be notified.
12. The communication between FCIências.ID and the candidates will be electronic and will comply with the following rules:
 - a) At the time of electronic submission of any document - namely in the case of paragraph no 11 - the candidates must generate proof of "sent message".
 - b) FCIências.ID will send an email message acknowledging documents received to the email address used by the candidates, within two working days.
 - c) In case of absence of a confirmation receipt by FCIências.ID – showing the possibility of technical problems that should neither be the responsibility of the candidate nor FCIências.ID - the candidates should contact FCIências.ID, with the proof referred to in point (a), to ensure delivery and proper receipt of the documents concerned.

IX. Compliance with public policies

1. FCIências.ID actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, disadvantaged or deprived of any right or exempt from any duty due to, inter alia, ancestry, age, sex, sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.
2. Under the terms of D.L. No. 29/2001, of February 3, a disabled candidate has a preference in equal classification, which prevails over any other legal preference. Candidates must declare their respective degree of disability, the type of disability and the means of communication / expression to be used in the selection process, under the terms of the above-mentioned diploma.

X. Submission of Applications

1. The present call will be open from June 18th to July 2nd, 2020.
2. The application and all the required documents may be submitted in Portuguese or English.
3. Applications will be submitted online, through the electronic platform of FCIências.ID (<http://concursos.fciencias-id.pt>).
4. On the electronic platform, applicants will complete a *mandatory* section on Personal Data [name, address, date of birth, contact email, nationality and scientific identifiers] and upload files with the documents listed below:
 - i. Detailed curriculum vitae - *mandatory*;
 - ii. A motivation letter clearly demonstrating that the candidate has an adequate profile for the position and fully complies with the Admission Requirements - *mandatory*;
 - iii. Up to five publications relevant for the objectives of the Work Plan - *mandatory*;
 - iv. Digital copies of documents proving formal academic degrees (PhD) and/or other scientific and professional qualifications - original documents must be provided in case of actual recruitment-*mandatory*;

- v. Other documents that candidates consider relevant for the assessment of their scientific merit, or to declare the personal situation in the cases covered in section IX-2 of this Notice - *optional*.
5. By decision of the Chairman of the Board of Directors of FCIências.ID, candidates who do not submit the documents identified in paragraph 4 will not be admitted to the call. In case of doubts, the Chairman may also invite candidates to substantiate specific data or statements with official supporting documents, before accepting the candidates' submission.
6. This Public Note was approved by the jury on 17th June 2020.