

3298

Public Notice - International Selection Procedure
Recruitment of a Science manager with a Master degree
(employment contract)

(UIDB/00329/2020)

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 Science Manager with a Master degree**, in the frame of the cE3c - Centro de Ecologia, Evolução e Alterações Ambientais - cE3c (UIDB/00329/2020), funded by national funding (FCT/MCTES) in the form of an indefinite duration fixed-term employment contract, 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 a Master degree¹ in Biology, Environment, Communication Sciences or Social Sciences and fully comply with the following requirements:

- a) Demonstrated professional experience in management bodies, preferably in R & D Units.
- b) The candidate must also have experience in the execution of scientific and financial reporting, financial management, national and international research calls, development of databases, management of websites, management of advanced courses.

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 all involve the integration in the management bureau of the cE3c. Activities will include:

- 1) to support the management bodies of cE3c and the Scientific Commission;
- 2) to execute scientific and financial reports;
- 3) to serve as a focal point for communication with FCIências.ID and FCT;
- 4) financial management and communication with services providers;
- 5) support applications to national and international calls;
- 6) development and maintenance of databases;
- 7) financial management of advanced courses.

IV. Composition of the Jury

The members of the jury are:

- President – Cristina Maria Filipe Máguas Silva Hanson
- 1st Member of the jury – Rui Miguel Borges Sampaio e Rebelo
- 2nd Member of the jury – Margarida Maria Demony de Carneiro Pacheco de Matos
- 1st Alternate Member of the jury – Maria Gabriela Rodrigues
- 2nd Alternate Member of the jury – Tiago Capela Lourenço

V. Place of work

The work will be developed at the facilities of cE3c – Centre for Ecology, Evolution and Environmental Changes, in Faculdade de Ciências da Universidade de Lisboa, Bloco C2, Piso 5, Campo Grande, Lisbon, Portugal.

VI. Contract Duration

The full-time indefinite duration fixed-term employment contract is expected to start on August 2020 and will last until the Work Plan referred to in section III is completed. It will have an expected duration of 41 months and will not exceed the limits set out in the CT, including an initial experimental trial period of 30 days.

VII. Monthly Allowance

The gross monthly salary corresponds to 1900.00€, plus holiday and Christmas allowances, as well as 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 – 40%;
 - b) Demonstration of experience with the organization and goals of the R&D Units of the Portuguese Scientific System – 15%;
 - c) Demonstration of experience with the different types of activities listed in the Work Plan – 15%;
 - d) Motivation letter - 10%;
 - e) Interview, if deemed necessary by the jury - 20%.
4. The jury may decide to interview the two best ranked [in criteria a) to d) of paragraph 3)] candidates, for clarifications and improved explanations of curricular elements.
5. The jury shall deliberate by means of a roll-call vote based on the evaluation criteria.
6. Minutes of the jury meetings are drawn up, summarizing all relevant elements considered by jury members, as well as their individual votes and justifications.
7. After completion of the evaluation process, the jury will draw up a ranking of successful candidates with their classifications.
8. Hiring will be decided by the Chairman of the Board of Directors of FCIências.ID, based on the final jury recommendation.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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 07th to 20th of July, 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.

This Public Note was approved by the jury on July, 06, 2020