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Public Notice - International Selection Procedure

Recruitment of a Junior Researcher (Bachelor degree) (employment contract)

Project BEACON: Bridging European and Local Climate Action (Reference BMU AZ: KI I 6 – 42206-2/1.5) & Project UrbanA - Urban Arena for sustainable and equitable solutions (Reference GA n.º 822357)

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 Researcher with a Bachelor degree**, in the framework of the projects BEACON (Bridging European and Local Climate Action), BMU AZ: KI I 6 – 42206-2/1.5 and “UrbanA - Urban Arena for sustainable and equitable solutions” (Grant Agreement n.º 822357), funded by Navigant Energy Germany GmbH através da German European Climate Initiative (EUKI) and within the Horizon 2020 Programme of the European Union 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 Bachelor degree¹ in Social Sciences (Anthropology, Sociology or similar areas), and fully comply with the following requirements:

- a) The bachelor degree must have been granted at least 10 years ago;
- b) Proven experience in research in the area of climate change;
- c) The candidate must also have experience with participatory methods and organization of workshops, involving multiple stakeholders, in national and international contexts. (face-to-face and digital), conducting surveys, experience in methods and qualitative analysis and report writing.
- d) Previous experience in research projects in the area of identifying strategies and planning measures to mitigate and adapt to climate change and sustainable development.
- e) Experience in science communication (graduate studies in the area will be an asset).
- f) A good knowledge of Portuguese and English (written and spoken) is essential.

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:

In common for both projects:

1. Organize and facilitate virtual and face-to-face events within the scope of the BEACON and URBANA projects. The events may have a local, national or international nature, involving different participants (civil society, municipal technicians, policy makers, non-governmental organizations, students, among others);
2. Support at logistical, bureaucratic level and in the preparation of these events;
3. Support in the review, translation, reporting and dissemination of the results of the workshops and activities integrated in the 'workpackages' of these projects;
4. Write reports and scientific articles;
5. Support the coordination of both projects;
6. Support communication with the different partners of the consortia, namely the coordinators;
7. Support in reporting the situation of the Portuguese team (FCiências.ID) and the participants in the project;
8. Perform the media management of the projects and the different platforms to be used during them;
9. Manage the realization of workshops: design, organization and implementation of thematic workshops (workshops attributed to FCiências.ID as organizing entity);
10. Manage public relations activities: design, study and implementation of events associated with public relations support for projects. Preparation of reports for this group of activities, both for participants and for the consortium;
11. Ensure the smooth functioning of the team that integrates FCiências.ID in Portugal: preparing and facilitating team meetings;
12. Support the participation of project participants in events not organized by FCiências.ID (travel planning, communication of information, clarification sessions, among others).

Namely in the BEACON project

13. Support coaching: design, study and implementation of coaching associated with projects - exchange between municipalities.
14. Transmitting information and instructions from consortia to the Portuguese project team (FCiências.ID + Project participants);
15. Drafting Memoranda of Understanding from participants and resolving issues related to this scope;
16. Manage social media, disseminate and promote events, monitor and report consortia;
17. Carry out the design, organization and implementation of exchanges between cities in the countries of Germany, Slovenia and Portugal.
18. Design, organize and implement vertical activities (visits to Brussels and visits to European organizations);
19. Support exchanges between schools;
20. Support the organization of the "Climate Action Day" among the schools of the projects. Organization, design and implementation of the "contest" in the schools of the projects.

Additional information on both projects can be found on the following links (BEACON - <https://www.euki.de/en/euki-projects/bridging-european-and-local-climate-action-beacon/>; URBANA - <https://urban-arena.eu/>)

IV. Composition of the Jury

The members of the jury are:

- President – Gil Penha-Lopes
- 1st Member of the jury – Inês Campos
- 2nd Member of the jury – João Pedro Nunes
- 1st Alternate Member of the jury – Sílvia Carvalho
- 2nd Alternate Member of the jury – Luís Dias

V. Place of work

The work, coordinated by Gil Penha-Lopes, will be developed at the facilities of Research Center “Centre for ecology, evolution and environmental changes - cE3c”, at Campus Faculdade de Ciências da Universidade de Lisboa, 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 17 months, will not exceed the limits set in the CT.

VII. Monthly Allowance

The gross monthly salary corresponds to 840Euros (eight hundred and forty euros), 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. The gross monthly salary can be raised up to 950Euros (nine hundred and fifty euros) if the increase of work responsibility and/or intensity so justify.

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 60% (evaluation from academic degrees, publications and required relevant experience at the work plan (III));
 - b) Motivation letter 20%
 - c) Interview, if deemed necessary by the jury - 20%.
4. The jury may decide to interview the two best ranked [in criteria a) to b) 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 July 13th to July 24th, 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. Digital copies of documents proving formal academic degrees and/or other scientific and professional qualifications - original documents must be provided in case of actual recruitment-*mandatory*;

- iv. 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, 10, 2020.