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Public Notice - International Selection Procedure
Recruitment of a Science and Technology manager/master degree
(employment contract)

MARE – Marine and Environmental Sciences Centre

UIDB/04292/2020

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 and Technology Manager with a master degree**, in the framework of the multiannual funding program contract of the UID MARE, base funding(UIDB/04292/2020), funded by Fundação para a Ciência e Tecnologia., I.P. in the form of an indefinite duration fixed-term employment contract, on exclusive regime, 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 Marine Ecology or similar areas, have specialised skills and/or expertise in the field of Biology, and fully comply with the following requirements:

- a) The master's degree must have been granted at least five years ago;
- b) Demonstrated professional experience in the area of Marine Biology and Ecology;
- c) The candidate must also have experience in Environmental Education, namely:
 - In the development, organization and implementation of informal educational activities in schools;
 - In science dissemination and contact with different audiences;
 - In initiatives to promote scientific culture through the internet and social networks, with experience in activities and dissemination of content related to marine sciences, fisheries and ocean literacy valued;
 - In creating and developing educational content for scientific dissemination in digital media;
 - In organizing and planning educational and/or scientific dissemination and promotion events;
 - In developing physical and digital educational materials.
- d) The candidate must also:
 - Be available to autonomously travel to the schools where the activities will be developed;
 - Be able to develop teamwork;
 - Be able to adapt to work with different audiences and in different contexts.

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:

- . To implement and develop the MARE-UL educational program, with responsibilities in managing the schedule of the activities to be developed, as well as for developing them in person at schools, or remotely, through an electronic platform used for this purpose;
- . To develop educational and/or science dissemination resources;
- . To disseminate initiatives from MARE's educational program, as well as science communication projects through the internet and social networks;
- . To participate in science communication initiatives and events in which MARE is present;
- . To maintain and manage the activities evaluation processes.

The work plan is included in base funding (UIDB/04292/2020).

IV. Composition of the Jury

The members of the jury are:

- President – Ricardo Melo
- 1st Member of the jury – Susana França
- 2nd Member of the jury – José Lino Costa
- 1st Alternate Member of the jury – Vera Sequeira
- 2nd Alternate Member of the jury – Romana Santos

V. Place of work

Work will be developed at the facilities of Research Center MARE – Marine and Environmental Sciences Centre, Faculty of Sciences, University of Lisbon, in Campo Grande, Lisbon, Portugal.

VI. Contract Duration

The exclusive regime full-time indefinite duration fixed-term employment contract is expected to start on January 2021, 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.

VII. Monthly Allowance

The gross monthly salary corresponds to 1.324,79 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.

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 85 %

- b) Motivation letter 15 %
 - c) Interview, if deemed necessary by the jury - 10%.
4. The jury may decide to interview the three best ranked candidates [in criteria a) to b) of paragraph 3)], for clarifications and improved explanations of curricular elements. If there is an interview, the sum of the classification obtained in the evaluation criteria a) to d) will correspond to 90% of the final classification and the interview will correspond to 10%.
 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.fcencias-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 concursos@fcencias-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 (concursos@fcencias-id.pt) 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 21th of December, 2020 to the 5th of January, 2021.
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.fcencias-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 (Master) 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 18th of December, 2020.