

#3525

## Public Notice - International Selection Procedure

### Recruitment of a Science manager - Bachelor degree (employment contract)

FCiências.ID/2021/Gestor/CEAUL\_IBEB/1

**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 Bachelor degree, in the framework of the multiannual funding program contract of the “Centre of Statistics and its Applications”, Programmatic Funding (Ref. UIDP/00006/2020) – 88,57% and the “Institute of Biophysics and Biomedical Engineering”, Programmatic Funding (Ref. UIDP/00645/2020) – 11,43%, funded by Portuguese Science and Technology Foundation (FCT) 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 bachelor degree<sup>1</sup> in scientific areas close to those associated with the scientific activity of the Faculty of Science of the University of Lisbon and fully comply with the following requirements:

1. Bachelor degree;
2. Excellent knowledge of the Portuguese language, oral and written;
3. Excellent knowledge of the English language, oral and written;
4. Computer skills in user's perspective, in particular experience in using Microsoft Office and WordPress.

Preference will be given to candidates with experience in providing support to activities of research centres or similar institutions.

<sup>1</sup> 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 16<sup>th</sup> and the Ministerial Order nr. 33/2019, of January 25<sup>th</sup>. 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 04<sup>th</sup>, in its current version (CT);
2. Administrative Procedure Code, as published in Decree-Law No. 4/2015, of January 7<sup>th</sup>, in its current version (CPA).

#### III. Work Plan

The objectives of the work plan are:

- Financial management of the R&D Units;
- Resource management and administration of all programs and research projects allocated to these R&D Units;
- Preparation of reports on the activities of the R&D Units;
- Preparation of payment requests and their accounting treatment, and monitoring of all related administrative, technical and financial processes;
- Integral follow-up of the acquisition process of goods, services and equipment;
- Monitoring the processes associated with missions to be carried out by researchers;
- Supporting the organization of the R&D Units' national and international scientific events, workshops and conferences;
- Support for managing and editing websites (wordpress);
- Management of the CEAUL library;

- Support for submitting applications to other sources of funding.

#### **IV. Composition of the Jury**

The members of the jury are:

- President – Professor Lisete Maria Ribeiro de Sousa (CEAUL/FCUL);
- 1st Member of the jury – Professor Alexandre da Rocha Freire de Andrade (IBEB/FCUL);
- 2nd Member of the jury – Professor Tiago André Lamas Oliveira Marques (CEAUL/FCUL);
- 1st Alternate Member of the jury – Professor Nuno Miguel de Pinto Lobo e Matela (IBEB/FCUL);
- 2nd Alternate Member of the jury – Professor Carina Soares da Silva (CEAUL/ESTeSL).

#### **V. Place of work**

The work will be developed at the facilities of CEAUL – Centre of Statistics and its Applications (31 hours weekly) and at the facilities of IBEb – Institute of Biophysics and Biomedical Engineering (4 hours weekly), in Campo Grande, Lisbon, Portugal.

#### **VI. Contract Duration**

The full-time indefinite duration fixed-term employment contract is expected to start on May 2021, and will last until the Work Plan referred to in section III is completed. It is expected to last until December 31<sup>st</sup> 2023, and 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 1500,00 €, 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 - 85%;
  - b) Reference letter - 15%;
  - c) Interview, if deemed necessary by the jury - 20%.
4. The jury may decide to interview the 3 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 b) will correspond to 80% of the final classification and the interview will correspond to 20%.
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](mailto: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](mailto: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 25<sup>th</sup> March to 8<sup>th</sup> April 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 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 24<sup>th</sup> March 2021.