

#3617

Public Notice - International Selection Procedure

Recruitment of a Research Trainee (Master degree) (employment contract)

FCiências.ID/2021/cE3c/5

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 Research Trainee with a Master degree**, in the framework of the project “UrbanA - Urban Arena for sustainable and equitable solutions” (Grant Agreement n.º 822357) funded by European Union’s H2020 research and innovation programme in the form of an indefinite duration fixed-term employment contract, according to the Portuguese Labour Code and complementary legislation, under the following conditions:

I - Admission Requirements

Portuguese nationals, foreign and stateless persons may submit applications to this selection procedure, provided they hold a Master degree¹ in Environment and Development or similar areas, have specialised skills and/or expertise in the fields of UN Development Programme – 17 Sustainable Development Goals and Regenerative development (or associated fields), and fully comply with the following requirements:

- a) Knowledge and experience of working with community-based initiatives for Sustainable Development;
- b) Article(s), books (or chapters) and reports published on the topic of sustainable development in local communities;
- c) Experience in organizing and facilitating participatory events and writing reports;
- d) Experience working in urban planning, urban design or related area;
- e) Understanding of or experience in regenerative cities, urban permaculture, local economy and livelihood;
- f) Experience working with community-led initiatives, preferably around urban food production;
- g) Experience setting up, participating in and facilitating various types of conferences, summits and events (both academic and non-academic, online, offline and blended);
- h) Experience working in, or helping create, communities of practice, knowledge commons and related governance mechanisms;
- i) Experience working in communication areas, including social media or communicate with projects and communities;
- j) Experience working with specific themes UrbanA Portugal is exploring (urban sustainability, urban justice, governance and citizen participation, policy and advocacy, academic support);
- k) Experience working in Lisbon, Portugal, Portuguese speaking country, using group Dynamics and facilitation practice employed in the UrbanA Portugal Project (integral coaching, deep facilitation, art of hosting);
- l) 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:

1. Assist in design of the fourth and final Urban Arena to synthesize the knowledge and experiences generated from prior arenas and with the UrbanA Community of Practice to assist in opening up a process of co-creation of policy recommendations for sustainable and just cities.
2. Empower city-makers to design and transform European cities into inclusive, sustainable and thriving urban and peri-urban environments.
3. Provide timely, relevant and strategic input to the project's deliverables and other formal commitments.
4. Contribute to brokering of UrbanA outputs and to translate them into actionable next steps, both at macro level in Europe and micro level with local Lisbon based groups through development of participatory processes with Lisbon based community-led initiatives and wider learning networks among researchers, practitioners of urban governance and decision makers in order to promote sustainable and just cities.
5. Support of and development of UrbanA Community of Practice through online and blended events which require facilitation skills, events organisation ability and knowledge of online communication platforms.
6. Assist in developing UrbanA's knowledge commons, wiki and related governance mechanisms while sharing UrbanA insights of innovative and sustainable solutions to deal with social inequalities and exclusion in urban areas, through both academic and non-academic communication channels.

Additional information about this project can be found on the following link:

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 – Sílvia Carvalho;
- 2nd Member of the jury – Inês Campos;
- 1st Alternate Member of the jury – Luís Dias;
- 2nd Alternate Member of the jury – João Pedro Nunes.

V. Place of work

The work, coordinated by the Researcher 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. The work may be provided on telework if the epidemiological situation justifies.

VI. Contract Duration

The full-time indefinite duration fixed-term employment contract is expected to start on August 2021, and will last until the Work Plan referred to in section III is completed. It will have an expected duration of 5 months, will not exceed the limits set in the CT.

VII. Monthly Allowance

The gross monthly salary corresponds to 2.270,00 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* – 70%;
 - b) Motivation letter – 30%;
 - c) Interview, if deemed necessary by the jury – 20%.
4. The jury may decide to interview the two 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. 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 13th July to 26th July 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* - **CV may be provided in PDF format or through the CIÊNCIAVITAE system;**
 - 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 12th July 2021.