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Public Notice - International Selection Procedure

**Recruitment of a Science Manager with a Licenciante/Bachelor degree
(employment contract)**

Project NEWSERA - Citizen Science as the new paradigm for Science Communication

Reference GA nº 873125

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 Licenciante/Bachelor degree**, in the framework of the **Project NEWSERA - Citizen Science as the new paradigm for Science Communication**, funded by European Union's H2020 research and innovation programme under Grant Agreement nº 873125, 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 *Licenciatura* degree¹ in Social Communication or similar areas, and fully comply with the following requirements:

- a) Final grade of the *Licenciatura* degree equal or higher than 14/20;
- b) Proven experience in science communication;
- c) Experience in organizing scientific dissemination events;
- d) Demonstrated written and oral communication skills (oral and written presentation of scientific and/or scientific dissemination texts);
- e) Knowledge of videoconferencing platforms from the user's perspective;
- f) Experience in the management and dynamization of social media networks;
- g) Experience in project management tasks;
- h) Experience in the elaboration and application of questionnaires and interviews;
- i) Working experience with current software for office work (e.g. Word, Excel, PowerPoint, Google tools);
- j) Fluency in Portuguese and English spoken and written;
- k) It will be valued: training in the field of science communication; experience in citizen science; experience in participating in European projects; experience in contacting the media; experience in the use of the SPSS software; experience in publishing articles in scientific journals; experience in the management and dynamization of websites; experience in the creation of audiovisuals; availability for flexibility of working schedule.

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) Support the implementation of tasks and objectives established in the NEWSERA project, particularly those that are the responsibility of the FC.ID team (Tasks 3.5 and 4.3);
- 2) Support the organization of meetings, workshops and events to be held within the scope of the project (face-to-face and online);
- 3) Support the organization of formal and informal training actions (face-to-face and online) to be developed within the project by the FC.ID team;
- 4) Support communication activities and dissemination of results, such as contact with the media, dissemination in social networks, elaboration of dissemination materials in several formats and supervision of graphic production;
- 5) Elaboration and application of questionnaires and interviews and subsequent data analysis;
- 6) Support research tasks: literature review, data collection, data analysis, publication of results;
- 7) Support, through the NEWSERA project, the strengthening of the citizen science network in Portugal, namely in the mapping of existing initiatives, connection to international networks, dissemination of information and exploration of formal and informal training;
- 8) Support the administrative and financial execution of the project;
- 9) Support the elaboration of project reports;
- 10) Represent the FC.ID project team in national and international meetings and conferences;
- 11) Perform logistical activities under the responsibility of the FC.ID team, namely establishing contacts with the project consortium, scheduling meetings, travel and accommodation, drafting minutes or other technical documents.

Additional information on the NEWSERA project can be found at: <https://newsera2020.eu/>

IV. Composition of the Jury

The members of the jury are:

- President – Cristina Luís
- 1st Member of the jury – Patrícia Garcia Pereira
- 2nd Member of the jury – Esther Marín
- 1st Alternate Member of the jury – Patrícia Tiago
- 2nd Alternate Member of the jury – Filipa Vala

V. Place of work

The work will be developed at the facilities of Research Center CIUHCT, at 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 1 December 2020, and will last until the Work Plan referred to in section III is completed. It will have an expected duration of 25 months, 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 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 60%
 - b) Motivation letter 20%
 - c) Interview, if deemed necessary by the jury - 20%.
4. The jury may decide to interview the 5 best ranked candidates, in criteria a) Curriculum Vitae and b) Motivation letter of number 3, 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.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 23rd of October to 5th of November 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.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 with explicit indication of experience in each of the points mentioned in the Admission Requirements and with the indication of two references - *mandatory*;
 - ii. A motivation letter clearly demonstrating that the candidate has an adequate profile for the position and 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 22nd of October 2020.