

#4071

Public Notice - International Selection Procedure

Recruitment of a Science and Technology Manager in the category of Assistant Technician (without degree) (Employment contract)

FCiências.ID/2022/GFMUL/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 and Technology Manager, with the 12th grade, in the Assistant Technician category, of the FCIências.ID Science and Technology Management Career, within the scope of the multiannual funding program contract of the Grupo de Física-Matemática da Universidade de Lisboa (GFMUL), Base Funding (Ref. UIDB/00208/2020) – 50% and Centro de Matemática, Aplicações Fundamentais e Investigação Operacional (CMAFclo), Base Funding (Ref. UIDB/04561/2020) – 50%, financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES through national funds (PIDDAC), in the form of an indefinite duration fixed-term employment contract on an 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 the 12th grade and fully comply with the following requirements:

- a) Excellent knowledge of the Portuguese language, oral and written – Information provided on the CV;
- b) Excellent knowledge of the English language, oral and written – Information provided on the CV;
- c) Computer skills in user's perspective, in particular experience in using Microsoft Office – Information provided on the CV.

II. Preferential Requirements

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

- a) Experience in the organization of national and/or international events;
- b) Demonstrated experience in outreach activities;
- c) Experience in resource management and administration of research programs and projects assigned to R&D Units;
- d) Experience in preparing reports on activities of R&D Units;
- e) Experience in submitting applications for projects funded by the Fundação para a Ciência e a Tecnologia, I.P. and other funding entities;
- f) Experience in multidisciplinary team work;
- g) Good communication and organization skills.

III. 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).

IV. Work plan

The work plan tasks are as follows:

- 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 and IBEB libraries;
- Support for submitting applications to other sources of funding;
- Build and manage data bases.

The work plan is included in the aims of projects UIDB/00208/2020 e UIDB/04561/2020 of the multiannual funding program contract of the R&D Units. Professor Jean-Claude Zambrini (GFMUL/FCUL)

V. Composition of the Jury

The members of the jury are:

- President - Professor Jean-Claude Zambrini (GFMUL/FCUL);
- 1st Member of the jury - Luis Gouveia (CMAFcIO/FCUL);
- 2nd Member of the jury - Professor Carlos Florentino (CMAFcIO/FCUL);
- 1st Alternate Member of the jury - Professor James Kennedy (GFMUL/FCUL);
- 2nd Alternate Member of the jury - Professor Mário Edmundo (CMAFcIO/FCUL).

VI. Place of work

Work will be developed at the facilities of Research Center GFMUL – Group of Mathematical Physics of the University of Lisbon, and at the facilities of Research Center CMAFcIO – Center for Mathematics, Fundamental Applications and Operations Research, both in Campo Grande, Lisboa, Portugal.

VII. Contract Duration

The full-time indefinite duration fixed-term employment contract is expected to start in November 2022, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration until December 31st 2023, will not exceed the limits set in the RCD, including an initial experimental trial period of 30 days.

VIII. Monthly Allowance

The gross monthly salary corresponds to 1 215,93 Euros, 1 268,04 Euros, 1 320,15 Euros, 1 372,27 Euros, 1 424,38 Euros or 1 476,49 Euros, according to the experience of the selected candidate, on exclusive regime, 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.

IX. 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. Based on the assessment of the candidates' scientific and curricular background, each member of the jury presents a justified proposal for admission (final classification equal to or greater than 70%) or exclusion (final classification below 70%) for each candidate, according to the evaluation criteria referred to in paragraph 4.
4. 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 - 30%.
5. The jury may decide to interview the four (4) best ranked candidates [in criteria a) to b) of paragraph 4], 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 70% of the final classification and the interview will correspond to 30%.
6. The jury shall deliberate by means of a roll-call vote based on the evaluation criteria.
7. Minutes of the jury meetings are drawn up, summarizing all relevant elements considered by jury members, as well as their individual votes and justifications.
8. After completion of the evaluation process, the jury will draw up a ranking of successful candidates with their classifications.
9. Hiring will be decided by the Chairman of the Board of Directors of FCIências.ID, based on the final jury recommendation.
10. The evaluation results will be published on the website of the FCIências.ID ("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.
11. With the notification referred to in paragraph 10, the hearing phase of interested parties referred to in Article 121 *et seq.* of the CPA will begin, and last for ten working days.
12. 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@fciencias-id.pt. The President of the jury will convene a jury's meeting to produce the final decision, within thirty working days.
13. 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.
14. The communication between FCIências.ID (concursos@fciencias-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 12 - 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.

X. 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 3rd, 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.

XI. Submission of Applications

1. The present call will be open from 14th October 2022 to 27th October 2022.
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* in PDF format - *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 X-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 13th October 2022.