

#4134

Public Notice - International Selection Procedure

Recruitment of a Science and Technology Manager in the category of a Head of R&D Resources with a Bachelor Degree (employment contract)

FCiências.ID/2022/BioISI/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 in the category of a Head of R&D Resources, with a Bachelor Degree, of the FCiências.ID Science and Technology Management Career, within the scope of the multiannual funding program contract of the Biosystems & Integrative Sciences Institute (BioISI) (Ref. UIDB/04046/2020), 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, with a Bachelor degree¹ in Chemical and Biological Engineering, and fully comply with the following requirements:

- a) Computer knowledge from the user's perspective, in particular, using Microsoft Office and WordPress tools - Information provided in the CV and/or in the Motivation Letter;
- b) Previous experience in science R&DU management of the national scientific system - Information provided in the CV and/or in the Motivation Letter;

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. Preferential Requirements

- a) Experience in supporting the research centres, or similar institutions, activities namely:
 - Experience in monitoring processes for the acquisition of goods, services and equipment - Information provided in the CV and/or in the Motivation Letter;
 - Experience in managing laboratory spaces and maintenance of laboratory equipment - Information provided in the CV and/or in the Motivation Letter;
 - Experience in organization of national and/or international scientific events in the scientific areas of this call - Information provided in the CV and/or in the Motivation Letter;
 - Proven experience in dissemination activities in the scientific areas of this call - Information provided in the CV and/or in the Motivation Letter.
- b) Excellent knowledge of Portuguese language (spoken and written) - Information provided in the CV and/or in the Motivation Letter;
- c) Excellent knowledge of English language (spoken and written) - Information provided in the CV and/or in the Motivation Letter.

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 program consists of the following tasks:

- Full monitoring of goods, services and equipment acquisition processes, associated with the research centre's infrastructure;
- Management and maintenance of laboratories, equipment, infrastructure and facilities of the research centre;
- Stock management (reagents and consumables) associated with ongoing projects;
- Responsible for the documentation inherent to the transfer of biological materials;
- Responsible for the biobank and waste disposal;
- Support financial management of the R&D Units;
- Support for the preparation of the R&D Units activities reports;
- Support for the preparation of payment requests and the respective accounting treatment, and the monitoring of all related administrative, technical and financial processes;
- Support for the organization of national and international scientific events, workshops and conferences by the R&D Unit;
- Monitoring of processes associated to the missions carried by the researchers.

The work plan is included in the objectives of the project UIDB/04046/2020 of the 2020-2023 multiannual financing program contract for R&D Units.

V. Composition of the Jury

The members of the jury are:

- President – Prof. Rui Malhó;
- 1st Member of the jury – Prof. Carlos Farinha;
- 2nd Member of the jury – Prof. Patrícia Faísca;
- 1st Alternate Member of the jury – Prof. Manuela Pereira;
- 2nd Alternate Member of the jury – Dr. Simão Luz.

VI. Place of work

Work will be developed at the facilities of Research Center BioISI – BioSystems & Integrative Sciences Institute, in Campo Grande, Lisboa, Portugal.

VII. Contract Duration

The full-time indefinite duration fixed-term employment contract, on an exclusive regime, is expected to start in January 2023, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration until 31/12/2023, will not exceed the limits set in the CT, including an initial experimental trial period of 30 days.

VIII. Monthly Allowance

The gross monthly salary corresponds to 1372,27 Euros , on an 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 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 22nd November 2022 to 6th December 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.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* 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 21st November 2022.