

#4226

## Public Notice - International Selection Procedure

### PhD Science and Technology Manager in the category of a Head of R&D Resources

FCiências.ID/2023/DL57/cE3c/4

**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 PhD Science and Technology Manager in the category of a Head of R&D Resources, of the FCIências.ID Science and Technology Management Career, within the scope of the project LIFE21-GIC-PT-GrowLIFE: An integrated approach to promote sustainable food systems via behavioral changes cross-fostering all parties involved (Ref. LIFE21-GIC-PT-GrowLIFE - 101074425), financed by the European Climate, Infrastructure and Environment Executive Agency (CINEA) – under the Grant Agreement 101074425, in the form of an indefinite duration fixed-term employment contract, on an exclusive regime, according to the Portuguese Labour Code and Decree-Law No. 57/2016, of August 29<sup>th</sup>, as amended by Law No. 57/2017, of July 19<sup>th</sup>.

#### I. Admission Requirements

Portuguese nationals, foreign and stateless persons may submit applications to this selection procedure, provided they hold a doctoral degree<sup>1</sup> in Biology or similar areas, and fully comply with the following requirements:

- a) The PhD must have been granted at least 3 years ago;
- b) Demonstrated professional experience in administrative and financial management of projects, in particular financed by the EU - information provided in the CV and/or in the motivation letter;
- c) Demonstrated experience in the elaboration of reports for financial institutions, written in English language - information provided in the CV and/or in the motivation letter;
- d) Demonstrated experience in human and financial resources management - information provided in the CV and/or in the motivation letter;
- e) Professional experience in establishing contacts with consortium beneficiaries, the European Commission and other financing entities - information provided in the CV and/or in the motivation letter;
- f) Experience in statistical analyses of data - information provided in the CV and/or in the motivation letter;
- g) Proficiency in Portuguese and English languages (written and spoken) - information provided in the CV and/or in the motivation letter.

<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. Decree-Law No. 57/2016, of August 29<sup>th</sup> (RCD), in the wording conferred on it by Law No. 57/2017, of July 19<sup>th</sup> (RCD);
2. Portuguese Labour Code, as approved by Law No. 7/2009, of February 12<sup>th</sup>, in its current version (CT);
3. Regulatory Decree No. 11-A/2017, of December 29<sup>th</sup>;
4. 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 work plan to be executed includes the following tasks:

- 1) Management of financial and human resources as well as coordination of the project activities;
- 2) Elaboration of progress reports for the funding entity;
- 3) Preparation and participation in project meetings and subsequent actions;
- 4) Participation in dissemination activities and activities fostering the communication and involvement of project agents;
- 5) Support to project team members within the scope of project activities.

The work plan is included in the WP1, WP6 and WP7 of the project LIFE21-GIC-PT-GrowLIFE.

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

In accordance to article 13 of the RCD, the members of the jury are:

- President - Sara Magalhães;
- 1<sup>st</sup> Member of the jury - Leonor Rodrigues;
- 2<sup>nd</sup> Member of the jury - Margarida Matos;
- 1<sup>st</sup> Alternate Member of the jury - Cristina Branquinho;
- 2<sup>nd</sup> Alternate Member of the jury - Vitor Sousa.

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

Work will be developed at the facilities of Research Center cE3c – Centre for Ecology, Evolution and Environmental Changes, in Campo Grande, Lisboa, Portugal.

### **VI. Contract Duration**

The full-time indefinite duration fixed-term employment contract, on an exclusive regime, is expected to start in June 2023, and will last until the Work Plan referred to in section III is completed. It will have an expected duration of 60 months, will not exceed the limits set in the RCD, including an initial experimental trial period of 30 days.

### **VII. Monthly Allowance**

The gross monthly salary is stipulated in clause 1 a) of article 15 of the RCD, corresponding to level 33 of the Single Remuneratory Table, as approved by Government Order No. 1553-C/2008, of December 31<sup>st</sup>, in its current version, updated by the decree-law nr. 84-F/2022, of December 16<sup>th</sup>, being 2206,05 Euros, on an exclusive regime, on which legal discounts will apply, 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. According to article 5 of the RCD, the selection of the candidates approved in absolute merit will rely on the evaluation of their scientific and curricular achievements in the last five (5) years, taking into consideration the quality and relevance of the scientific production, and the professional activity indicated as more relevant by the candidate, within the scope of the project LIFE21-GIC-PT-GrowLIFE.

3. Based on the assessment of the candidates' scientific and curricular background in the last five (5) years, each member of the jury presents a justified proposal for admission (final classification equal to or greater than 85%) or exclusion (final classification below 85%) for each candidate, according to the evaluation criteria referred to in no. 5.
4. The final classification of candidates is given on a scale of 0 to 100%.
5. Evaluation of the relative merit of candidates, will rely on the following criteria:
  - a) Professional experience in scientific project management - 60%;
  - b) Motivation letter - 30%;
  - c) Participation in relevant scientific projects in the area - 5%;
  - d) Pedagogical, extension and outreach activities of knowledge, in particular in the context of the promotion of scientific practices, organization of courses, seminars and conferences for promotion and dissemination in the area of contest - 5%;
  - e) Interview, if deemed necessary by the jury - 10%.
6. The jury may decide to interview the two (2) best ranked candidates [in criteria a) to d) of no. 5], 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 d) will correspond to 90% of the final classification and the interview will correspond to 10%.
7. The jury shall deliberate by means of a roll-call vote based on the evaluation criteria.
8. Minutes of the jury meetings are drawn up, summarizing all relevant elements considered by jury members, as well as their individual votes and justifications.
9. After completion of the evaluation process, the jury will draw up a ranking of successful candidates with their classifications.
10. Hiring will be decided by the Chairman of the Board of Directors of FCIências.ID, based on the final jury recommendation.
11. 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.
12. With the notification referred to in the no. 11, the hearing phase of interested parties referred to in Article 121 *et seq.* of the CPA will begin, and last for ten working days.
13. 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](mailto:concursos@fciencias-id.pt). The President of the jury will convene a jury's meeting to produce the final decision, within thirty working days.
14. 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.
15. The communication between FCIências.ID ([concursos@fciencias-id.pt](mailto: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 no. 13 - 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<sup>rd</sup>, 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 the 17<sup>th</sup> of March 2023 to the 30<sup>th</sup> of March 2023.
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. Up to five publications relevant for the objectives of the Work Plan - *mandatory*;
  - iv. Digital copies of documents proving formal academic degrees (PhD) and/or other scientific and professional qualifications - original documents must be provided in case of actual recruitment - *mandatory*;
  - v. 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 no. 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 the 16<sup>th</sup> of March 2023.