

#4317

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/2023/MARE/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 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 project corallINT: Integrated Niche Theory: linking environmental, compositional and functional change on coral reefs (Ref. HORIZON-ERC-COG-101044975), financed by the European Union within the scope of Horizon Europe - Community Framework Program for Research & Innovation, through Grant Agreement no. 101044975, in the form of a(n) full-time 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, with a Bachelor degree¹ in the areas of Humanities, Social Sciences, Information and Journalism, Business Sciences, Life Sciences, Informatics, Social Services, Personal Services, Environmental Protection or related areas, and fully comply with the following requirements:

- a) Proven professional experience in the management of groups, with preference for research groups - information provided in the CV and/or in the motivation letter;
- b) Experience in participating in scientific or dissemination projects - information provided in the CV and/or in the motivation letter;
- c) Fluency in Portuguese language (spoken and written) - information provided in the CV and/or in the motivation letter and a text sample to be delivered in the application process;
- d) Fluency in English language (spoken and written) - information provided in the CV and/or in the motivation letter and a text sample to be delivered in the application process.

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 using team management software's (e.g. Trello, Slack, Asana) - information provided in the CV and/or in the motivation letter;
- b) Organizational and problem-solving skills - information provided in the CV and/or in the motivation letter;
- c) Effective time management skills, including the ability to meet project goals in a timely manner and monitor projects through their completion - information provided in the CV and/or in the motivation letter;
- d) Strong interpersonal and communication skills, including the ability to work independently and collaboratively, as well as communication with team members - information provided in the CV and/or in the motivation letter;
- e) Interest in ecology and in coral reefs - information provided in the CV and/or letter of motivation;
- f) Experience in data management and familiarity with database software - information provided on CV and/or letter of motivation;

- g) Familiarity with the research management tools of the Faculty of Sciences of the University of Lisbon - information provided in the CV and/or in the motivation letter;
- h) Availability to travel between the University of Lisbon and the University of St Andrews, United Kingdom - 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

A science manager is sought to work on the ERC Consolidator “CoralINT” project to help the laboratory to achieve its goals. The candidate will be part of a diverse laboratory team of 16 people, led by Professor Maria Dornelas, the Principal Investigator (PI) of the project. The job involves supporting the research team in planning their activities (travel, conferences, equipment’s, data management).

The work plan to be carried out includes the following tasks:

- 1) Organization of fieldwork logistics, namely with regard to the necessary research permits, ethical permits, travel bookings, visas and travel permits, food orders, requisitions, insurance and invoice payments;
- 2) Management of orders and maintenance of the laboratory and field equipment’s;
- 3) Maintenance and updating of the research group's website;
- 4) Management of the laboratory's social networks and support of the outreach activities activities through them (Twitter, Instagram, TikTok and Youtube);
- 5) Organization of the necessary logistics for travel by group members to scientific events (conferences and workshops);
- 6) Support in the processing of coral reef images - image segmentation/delineation;
- 7) Project data management;
- 8) Management of project budgets and reports;
- 9) Agenda management of the PI of the project;
- 10) Space management and monitoring of work at Guia's maritime laboratory.

The work plan is included in the objectives 1 to 4 of the CoralINT project, although the fulfilment of project objectives goes beyond the expected duration of the contract.

V. Composition of the Jury

The members of the jury are:

- President - Maria Dornelas;
- 1st Member of the jury - Viviana Brambilla;
- 2nd Member of the jury - Rui Rosa;
- 1st Alternate Member of the jury - Michael McWilliam;
- 2nd Alternate Member of the jury - James Cant.

VI. Place of work

Work will be developed at the facilities of Research Center MARE-ULisboa – Marine and Environmental Sciences Centre-ULisboa, in Campo Grande, Lisboa, Portugal and in Laboratório Marítimo da Guia, Cascais, Portugal.

VII. Contract Duration

The full-time indefinite duration fixed-term employment contract, is expected to start in September 2023, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration of 48 months, 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 1070,19 Euros, 1122,84 Euros, 1175,46 Euros, 1228,09 Euros or 1280,72 Euros, according to the experience of the selected candidate, corresponding to level 11, 12, 13, 14 and 15 of the Single Remuneratory Table, as approved by Government Order No. 1553-C/2008, of December 31st, in its current version, on a full-time 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.

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 no. 4.
4. Evaluation of the relative merit of candidates, will rely on the following criteria:
 - a) Motivation letter - 25%;
 - b) Proficiency in the use of Portuguese and English languages – 10%;
 - c) Participation in scientific and/or dissemination projects - 15%;
 - d) Knowledge dissemination activities, namely in the context of the promotion of scientific practices, organization of courses, seminars and conferences for promotion and dissemination in the area of the competition - 15%;
 - e) Management of projects, budgets, reports and laboratories – 10%;
 - f) Assessment of the reference letter(s) - 10%;
 - g) Experience managing people's schedules and/or as a personal assistant- 15%;
 - h) Interview, if deemed necessary by the jury - 30%.
5. The jury may decide to interview the six (6) best ranked candidates [in criteria a) to g) of no. 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 g) 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 no. 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 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. Processing of personal data

1. FCIências.ID - Associação para a Investigação e Desenvolvimento de Ciências, as the responsible for processing the personal data, in accordance with the [General Data Protection Regulation](#), collects and processes the personal data requested in the context the job application, under paragraphs b) and c) of Article 6.1 of the General Data Protection Regulation (RGPD).
2. The personal data shall be kept for the period necessary for the execution of the purposes for which they are intended, and the processing and protection, in an appropriate and diligent manner, of the confidentiality and integrity of such data shall be ensured through appropriate technical and organisational measures.
3. Personal data may be transmitted to third parties, namely the entity funding the research project, solely for the purposes specifically established. In this sense, whenever necessary the transfer of personal data to countries outside the European Union and/or international organizations, compliance with the applicable legal provisions shall be ensured.
4. You have the right to request access, rectification, erasure, limitation of processing, the right to object and also data portability (if technically feasible) by sending an e-mail to: dpo@fciencias-id.pt. You also have the right to lodge a complaint with the National Data Protection Commission.
5. For more information, we recommend that you consult the Internal Rules of Data Protection of FCIências.ID - Association for Research and Development of Sciences at <https://fciencias-id.pt/>.

XI. 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.

XII. Submission of Applications

1. The present call will be open from the 31st of May 2023 to the 29th of June 2023.
2. The application and all the required documents must 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.* Up to two reference letters - *mandatory*;
 - iv.* Example of a written production in Portuguese language (approximately 500 words) - *mandatory*;
 - v.* Example of a written production in English language (approximately 500 words) - *mandatory*;
 - vi.* 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*;
 - vii.* 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 XI-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 30th of May 2023.