

#4319

## Public Notice - International Selection Procedure

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

FCiências.ID/2023/DL57/BioISI/3

**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 TWIN2PIPSA: Twinning for excellence in biophysics of protein interactions and self-assembly (Ref. HORIZON-WIDERA-2021-ACCESS-03-01), financed by the European Union under Horizon Europe - Community Framework Program for Research & Innovation, through Grant Agreement nº 101079147, 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 Life Sciences or Health Sciences - Biology, Biochemistry, Biophysics, Neuroscience, Biomedical Sciences, or related fields, and fully comply with the following requirements:

- a) Proven experience in managing scientific projects in the field of life sciences as a project manager - 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. Preferential Requirements

- a) Fluency in English and Portuguese, particularly in scientific writing - information provided in the CV and/or in the motivation letter
- b) Demonstrated experience in project coordination and active contribution to project activities, including the management of European projects - information provided in the CV and/or in the motivation letter;
- c) Coordination, organizational and information analysis skills, including demonstrable strong planning skills with the ability to ensure timely execution of project tasks and deliverables – information provided in the CV and/or in the motivation letter;
- d) Interpersonal and communication skills, including demonstrable ability to work independently and collaboratively, and effectively communicate with team members - information provided in the CV and/or in the motivation letter;
- e) Interest and skills in the scientific area of the project demonstrated by a scientific background, previous active involvement, and a proven track record, including publications - information provided in the CV and/or in the motivation letter;
- f) Proficiency in gathering and analysing technical and scientific information for the preparation of grant applications, literature digests and project reports - information provided in the CV and/or in the motivation letter;
- g) Experience in managing project budgets and procurement processes to ensure timely delivery of project resources - information provided in the CV and/or in the motivation letter;
- h) Proven ability to contribute to networking and training activities, including organizing courses, workshops, and similar events - information provided in the CV and/or in the motivation letter;

- i) Knowledge of national and international funding instruments and private funding sources, combined with a track record of identifying funding opportunities and actively participating in the preparation of new applications and projects - information provided in the CV and/or in the motivation letter;
- j) Experience in fostering academia-industry interactions and driving innovation, including participation in activities such as preparing technology readiness reports and patent applications - information provided in the CV and/or in the motivation letter;
- k) Proactive engagement in the implementation of dissemination and communication activities - information provided in the CV and/or in the motivation letter;
- l) Proficient in producing and managing digital content across various platforms, including websites, social media, and repositories - information provided in the CV and/or in the motivation letter;
- m) Proficiency in digital tools and technologies relevant to project management, including project management software and websites, data analysis tools, and collaborative platforms - information provided in the CV and/or in the motivation letter;
- n) Computer literacy and programming skills - information provided in the CV and/or in the motivation letter.

### III. 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).

### IV. Work plan

TWIN2PIPSA (<https://twin2pipasa.campus.ciencias.ulisboa.pt/>) is a collaborative twinning project under Horizon Europe, focused on advancing our understanding of protein folding and conformational diseases. In partnership with the University of Copenhagen, Tel Aviv University, and the University of Cambridge, the TWIN2PIPSA project aims to explore the intricate mechanisms of protein self-assembly and its implications in disease and biotechnology. The project involves joint networking events, staff exchanges, and training activities, alongside the development of a consortium-led scientific project. The project started on the 1<sup>st</sup> of October 2022 and will end on the 30<sup>th</sup> of September 2025. The International Projects Department at FCiências.ID is responsible for project financial management and financial reporting. The selected candidate will work closely with the TWIN2PIPSA coordination and team at ULisboa, in liaison with institutional offices, developing a work plan that includes the following tasks:

- Actively contribute to the coordination activities of the project.
- Plan and ensure timely execution of project activities and corresponding reports.
- Gather information for the preparation of reports, deliverables, or milestones, ensuring their timely submission to the coordinating institution and/or funding agency.
- Provide informed opinions to support decision-making processes.
- Manage and facilitate procurement processes to ensure timely delivery of project resources.
- Coordinate and organize events such as project meetings, workshops, or seminars, in collaboration with the TWIN2PIPSA team and institutional offices.
- Contribute to organizing and facilitating networking and training activities, ensuring their successful implementation and desired outcomes.
- Interact with the working groups of TWIN2PIPSA to identify synergies that lead to new project proposals or integration into ongoing project consortia.
- Contribute actively to the preparation of new applications and projects for various funding calls.
- Promote the competencies of TWIN2PIPSA to institutions and/or companies with the aim of fostering innovation and new partnerships.
- Actively participate in the implementation of dissemination and communication activities of the project.
- Produce and manage digital content for the project, including website, social media, and repositories.

The workplan is included in the following workpackages WP1 (Project Management), WP2 (Networking), WP3 (Training), WP4 (Capacity Building), WP5 (Exploratory research project) e WP6 (Dissemination, Exploitation and Communication) of the TWIN2PIPSA project.

## **V. Composition of the Jury**

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

- President - Cláudio M. Gomes;
- 1<sup>st</sup> Member of the jury - Patrícia Faísca;
- 2<sup>nd</sup> Member of the jury - Bárbara J. Henriques;
- 1<sup>st</sup> Alternate Member of the jury - Romana Santos;
- 2<sup>nd</sup> Alternate Member of the jury - Federico Herrera.

## **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 September 2023, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration until the 30<sup>th</sup> of September 2025, 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 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, being 2228,11 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.

## **IX. 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 TWIN2PIPSA.
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 65%) or exclusion (final classification below 65%) 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) Qualification in the field of scientific project management and/or science and technology communication - 15%
  - b) Professional experience in activities related to managing scientific projects, technological development, and science communication - 35%;
  - c) Motivation letter - 15%;



- d) Participation in relevant scientific projects in the area - 5%;
  - e) 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 the call notice - 10%;
  - f) Assessment of the bibliography references relevant in the scientific areas of the TWIN2PIPSA project and/or for the development of the work plan - 10%;
  - g) Interview - 10%.
6. The jury will interview all the admitted candidates, in order to obtain additional information and/or clarifications and improved explanations of curricular elements.
  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.

## 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](mailto: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 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.

## **XII. Submission of Applications**

1. The present call will be open from the 22<sup>nd</sup> of June 2023 to the 19<sup>th</sup> of July 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.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 (written in English) - *mandatory*;
  - ii. A motivation letter clearly demonstrating that the candidate has an adequate profile for the position and fully complies with the Admission Requirements (written in English) - *mandatory*;
  - iii. Up to five relevant publications in the scientific areas of the TWIN2PIPSA project and/or for the development of the work plan - *mandatory*;
  - iv. Reference letter(s) - *optional*;
  - v. 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*;
  - vi. 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 14<sup>th</sup> of June 2023.