

#4355

Public Notice - International Selection Procedure

Recruitment of a Science Communicator with a PhD Degree

**Associated Laboratory CHANGE: Institute for Global Change and Sustainability,
Reference LA/P/0121/2020 (cE3c), financed by Fundação para a Ciência e a
Tecnologia, I.P./MCTES**

FCiências.ID/2023/LA/cE3c/1

FCiências.ID - Associação para a Investigação e Desenvolvimento de Ciências, through its Chairman of the Board of Directors, following the signature of the program-contract for the attribution of the statute and complementary funding to Associate Laboratories 2021-2025, hereby announces the opening of an international call for the recruitment of a Science Communicator with a PhD Degree within the scope of the Associated Laboratory CHANGE: Institute for Global Change and Sustainability, Reference LA/P/0121/2020, financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES, in the form of an 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 a doctoral degree¹ in Communication Sciences, Biology, Climate Change, Environmental Sciences, Engineering, or similar areas, and fully comply with the following requirements:

- a) The PhD must have been granted within the last 5 years;
- b) Experience in strategic communication and dissemination of science in the fields of Biodiversity, Environmental Sciences or Agro-Food and Forestry - information provided in the CV and/or in the motivation letter;
- c) Experience in the organizing of technical-scientific events and initiatives and dissemination actions in a national and international context - 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) Capacity to relate to other private and scientific institutions of a public, national and international nature - information provided in the CV and/or in the motivation letter;
- b) Flexibility to work in multidisciplinary projects of a public, national and international nature - information provided in the CV and/or in the motivation letter;
- c) Proficiency in Portuguese and English languages (written and spoken) - information provided in the CV and/or in the motivation letter;
- d) Leadership, organisational and analytical capacity to implement and manage projects and motivational ability to embrace new challenges - information provided in the CV and/or in the motivation letter;
- e) Experience in the organisation of reference information, its circulation and dissemination within specific work groups, research units of the national scientific system and non-specialised public - information provided in the CV and/or in the motivation letter;
- f) Experience with the organisation and objectives of the R&D institutions of the National Scientific System - information provided in the CV and/or in the motivation letter;

- g) Experience in Science and Technology management, particularly in (inter)national cooperation processes, strategic initiatives, consortia and thematic networks - information provided in the CV and/or in the motivation letter.

III. Applicable Law

1. Portuguese Labour Code, as approved by Law No. 7/2009, of February 12th, in its current version (CT);
2. Regulation of Carreiras de Investigação Científica e de Gestão de Ciência e Tecnologia da FCiências.ID – Associação para a Investigação e Desenvolvimento de Ciências (Regulamento de Carreiras) available on <https://fciencias-id.pt/node/50>.

IV. Workplace

The position aims to ensure the coordination, organisation and operation of the Communication Office of the Associate Laboratory CHANGE: Global Change and Sustainability Institute (LA CHANGE). The activities to be developed focus on the strategic organisation, dissemination and communication of science, by the implementation of the CHANGE Communications Office, namely:

- 1) Definition and updating of the LA Communication Plan;
- 2) Operationalization of the LA Communication Plan, harmonizing in a coherent way with the activity of the communication offices of the LA's constituent R&D units;
- 3) In the context of the activity of the L.A. in public policies and its relations with the different stakeholders, organisation of events (at national and international levels) that give visibility to the contributions of the L.A. to such policies;
- 4) Dissemination of the knowledge generated by the scientific activity of the LA R&D units;
- 5) Production and/or validation of contents resulting from the activity of LA, whether marketing or society-oriented;
- 6) Management of the LA website and other relevant social networks with the generation of evaluation indicators.

These responsibilities must be assumed by the candidate, within the strict scope of the ecological aspect of global change and environmental sustainability, in the form of proposals to the LA coordination, which must approve, finance and create conditions for their implementation.

For these purposes, the Communication Plan is considered to be a technical-tactical operational document-tool that details the implementation of the communication strategy in the form of specific activities, content to be developed, channels used, schedule, resources (human, goods and materials, and budget) necessary for its execution, as well as the mechanisms and metrics for monitoring, evaluating and reporting.

V. Composition of the Jury

The members of the jury are:

- President - Cristina Maria Filipe Máguas da Silva Hanson;
- 1st Member of the jury - José Manuel Rebordão;
- 2nd Member of the jury - Margarida Maria Demony de Carneiro Pacheco de Matos;
- 1st Alternate Member of the jury - Carla Sofia Marques de Alegria;
- 2nd Alternate Member of the jury - Rui Miguel Borges Sampaio e Rebelo.

VI. Place of work

Work will be developed at the facilities of the Associate Laboratory CHANGE: Institute for Global Change and Sustainability (cE3c), in Campo Grande, Lisboa, Portugal.

VII. Contract Duration

The full-time indefinite term employment contract on an exclusive regime is expected to start in October 2023, including an initial experimental trial period of 180 days.

VIII. Monthly Allowance

The gross monthly salary corresponds to 2228,11 Euros, corresponding to level 33 of the Single Remuneratory Table, as approved by Government Order No. 1553-C/2008, of December 31st, in its current version, 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.

Based on a positive assessment of the activities carried out, career progression is possible in accordance with the FCiências.ID Regulation for Scientific Research and Science and Technology Management Careers.

IX. Evaluation of applications

1. Failure to comply with the Admission Requirements implies the non-admission of candidates in absolute merit.
2. 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.
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 75%) or exclusion (final classification below 75%) for each candidate, according to the evaluation criteria referred to in paragraph 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) Curriculum Vitae - 40%;
 - b) Experience in strategic communication and science dissemination for diverse audiences and/or press offices - 20%;
 - c) Experience in organising science dissemination activities and outreach events in a national and international context - 20%;
 - d) Experience with digital content and social networks - 10%;
 - e) Motivation letter - 10%;
 - f) Interview, if deemed necessary by the jury - 10%.
6. The jury may decide to interview the 3 best ranked candidates [in criteria a) to e) of paragraph 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 e) 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 paragraph 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. 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) 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. 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. 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 4th of July 2023 to the 30th of July 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.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, including reference to the area of specialisation and the work plan to be developed - *mandatory*;
 - iii. Up to five publications relevant for the objectives of the Workplace - *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 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 3rd of July 2023.