

#4452

## 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/7

**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 MARE - Marine and Environmental Sciences Centre-UL, base funding (Ref. UIDB/04292/2020), financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES through national funds (PIDDAC), in the form of a(n) 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 degree<sup>1</sup> in Communication Sciences, Biology, Environmental Science or similar areas, and fully comply with the following requirements:

- a) Experience in strategic communication and science dissemination - information provided in the CV and/or in the motivation letter;
- b) Experience in science dissemination in digital media, namely in the management and creation of content for social networks, webpages and newsletters - 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) Experience in science dissemination in the fields of Marine and Environmental Sciences - information provided in the CV and/or motivation letter;
- b) Experience with graphic design tools (*e.g.* Canva) and image and video processing software - information provided in the CV and/or motivation letter;
- c) Experience in organising and disseminating reference information to specific working groups and non-specialist audiences - information provided in the CV and/or motivation letter;
- d) Training in science communication and dissemination - information provided in the CV and/or motivation letter;
- e) Proficiency in Portuguese and fluency in spoken and written English - information provided in the CV and/or motivation letter;
- f) Knowledge of how the objectives of R&D institutions in the National Science and Technology System are organised - information provided in the CV and/or motivation letter;
- g) Organisational skills, proactivity and the ability to work as part of a team, particularly in a remote and multi-institutional environment - information provided on the CV and/or in the letter of motivation;
- h) Driving licence and willingness to travel - information provided in the CV and/or motivation letter.

### **III. Applicable Law**

1. Portuguese Labour Code, as approved by Law No. 93/2019, of September 04<sup>th</sup>, in its current version (CT);
2. 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**

The candidate will join the Communication Office of MARE - Centre for Marine and Environmental Sciences and the work plan aims to ensure the communication of MARE's activities. The activities to be developed focus on the strategic organisation, dissemination and science communication, namely through digital media, and include:

- 1) Support for updating and implementing MARE's general communication strategy;
- 2) Updating and implementing the Digital Communication Plan in articulation with MARE's communication strategy;
- 3) Managing social networks, MARE's portal and newsletters;
- 4) Monitoring evaluation indicators, including the organisation of news generated by the media;
- 5) Content creation, namely writing news and interviews to disseminate knowledge generated by MARE's scientific activity, and other content to improve community involvement in digital environments;
- 6) Interacting with researchers to collect information generated by MARE's scientific activity in its different regional research units, in permanent liaison with other members of the Communications Office;
- 7) Supporting the organisation and dissemination of events, including press coverage and digital dissemination.

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

The members of the jury are:

- President – Ricardo Melo;
- 1<sup>st</sup> Member of the jury – Zara Teixeira;
- 2<sup>nd</sup> Member of the jury – Carlos Manuel Alexandre;
- 1<sup>st</sup> Alternate Member of the jury – Pedro Raposo de Almeida;
- 2<sup>nd</sup> Alternate Member of the jury – Helena Adão.

### **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.

### **VII. Contract Duration**

The indefinite duration fixed-term employment contract, on an exclusive regime, is expected to start in January 2024, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration until 31/12/2024, 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 1228,09 Euros, corresponding to level 14 of the Single Remuneratory Table, as approved by Government Order No. 1553-C/2008, of December 31<sup>st</sup>, in its current version, 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. The final classification of candidates is given on a scale of 0 to 100%.
3. Evaluation of the relative merit of candidates, will rely on the following criteria:
  - a) Assessment of the relevance of the Curriculum Vitae in the context of science communication and dissemination and the requirements of the work plan - 50%;
  - b) Experience in strategic communication and dissemination of science to a variety of audiences, including in the area of Marine and Environmental Sciences - 20%;
  - c) Experience in science communication in digital media, namely in the management and creation of content for social networks, webpages and newsletters - 20%;
  - d) Motivational letter - 10%;
  - e) Interview, if deemed necessary by the jury - 10%.
4. The jury may decide to interview the 3 best ranked candidates in criteria a) to d) of no. 3, 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%.
5. The jury shall deliberate by means of a roll-call vote based on the evaluation criteria.
6. Minutes of the jury meetings are drawn up, summarizing all relevant elements considered by jury members, as well as their individual votes and justifications.
7. After completion of the evaluation process, the jury will draw up a ranking of successful candidates with their classifications.
8. Hiring will be decided by the Chairman of the Board of Directors of FCIências.ID, based on the final jury recommendation.
9. 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.
10. With the notification referred to in no. 9, the hearing phase of interested parties referred to in Article 121 *et seq.* of the CPA will begin, and last for ten working days.
11. 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.
12. 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.
13. 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. 11 - 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 18<sup>th</sup> of October 2023 to the 15<sup>th</sup> of November 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 - *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 relevant publications relating to the subject and requirements of the Work Plan - *optional*;
  - iv. Reference letter(s) (maximum 2) - *optional*;
  - v. Digital copies of documents proving formal academic degrees required in the call 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 17<sup>th</sup> of October 2023.