

#4507

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/2024/BioISI/2

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 the R&D unit BioISI - Biosystems & Integrative Sciences Institute, base funding (Ref. UIDB/04046/2020), 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.¹

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) Bachelor's degree in Management, Life Sciences or related areas. – information provided in the CV and/or in the motivation letter;
- b) Proficiency in informatic tools such as Microsoft Word, Excel and Power Point – information provided in the CV and/or in the motivation letter;
- c) Knowledge in the National Scientific and Technological Ecosystem – information provided in the CV and/or in the motivation letter;
- d) Proficiency in Portuguese and English (written and spoken) - information provided in the CV and/or in the motivation letter;
- e) The candidate should also have experience in expedient management, database organisation and financial and administrative management - 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

The work plan to be executed includes the following tasks:

- 1) Co-Coordinate general secretariat activities
- 2) Support the BioISI activities;
- 3) Support the research unit's support office;

- 4) Co-organise events to disseminate information and transfer knowledge within the scope of BioISI's activities;
- 5) Support all purchasing processes and support the directive board with budget control;
- 6) Support the elaboration and submission of applications to national and international research funding programmes;
- 7) Support the management of the R&D projects, including technical support in the scope of contracts, budget management, communication with funding agencies, and implementation of national and international funded projects;
- 8) Support human resources recruitment and selection processes;
- 9) Collaborate in the management and processing of data, writing reports and drafting opinions to support decision-making;
- 10) Support the directive board in all activities necessary for the development and growth of the BioISI.
- 11) Support Science Communication (Social Media, Website, etc).
- 12) Build and manage data bases.

V. Composition of the Jury

The members of the jury are:

- President - Rui Malhó;
- 1st Member of the jury - Patrícia Faísca;
- 2nd Member of the jury - Carlos Farinha;
- 1st Alternate Member of the jury - Margarida Amaral;
- 2nd Alternate Member of the jury - Miguel Machuqueiro.

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 indefinite duration fixed-term employment contract, on an exclusive regime, is expected to start in February 2024, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration 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 is between 1070.19 Euros and 1438.62 Euros, according to the experience of the selected candidate, corresponding to the levels 10 to 17 of the Single Remuneratory Table, as approved by Government Order No. 1553-C/2008, of December 31st, 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.

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 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 50%) or exclusion (final classification below 50%) 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) CV - 50%;
 - b) Letter of motivation - 30%;
 - c) Assessment of the reference letter(s) - 20%;
 - d) Interview, if deemed necessary by the jury - 30%.
5. The jury may decide to interview the 3 best ranked candidates [in criteria a) to c) 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 c) 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 12th of January 2024 to the 25th of January 2024 _____
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. Reference letter(s) (maximum 2) - *mandatory*;
 - iv. 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*;
 - 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.