

#4658

Public Notice - International Selection Procedure

Recruitment of a Research Assistant with a Master Degree (employment contract)

FCiências.ID/2024/IA/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 Research Assistant with a Master Degree, of the FCIências.ID Scientific Research Career, within the scope of the projects “FIERCE: Finding ExoeaRths: tackling the Challenges of stellar activity” and “ANDES@ELT: ANDES, the high-resolution optical-infrared spectrograph for the ELT” (Refs. HORIZON-ERC-2021-ADG-101052347 e Agreement 4000143136), financed by the European Union’s Horizon Europe research & innovation programme under the Grant Agreement nº 101052347 and European Space Agency (ESA) PRODEX Experiment Arrangement programme under the Agreement 4000143136 , in the form of a(n) full-time 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 Master degree¹ in Mechanical Engineering, and fully comply with the following requirements:

- a) The Master Degree must have been granted at least 6 months;
- b) At least 6 months' professional experience in the field of mechanics - 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) Master's degree in mechanical engineering with a specialization in production - information provided in the CV and/or in the motivation letter;
- b) Knowledge of CAD software, preferably (and in order) Solid Works or Inventor - information provided in the CV and/or in the motivation letter;
- c) Professional experience in management (or participating in) mechanical engineering projects - information provided in the CV and/or in the motivation letter;
- d) Knowledge of Finite Element Analysis - information provided in the CV and/or in the motivation letter;
- e) Knowledge of programming languages - information provided in the CV and/or in the motivation letter;
- f) Knowledge of spoken and written English - information provided in the CV and/or in the motivation letter and at interview

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 successful candidate will be part of the instrumentation team responsible for the development of several instruments for ESO, the European Southern Observatory, namely ANDES for the Extremely Large Telescope and PoET for ESPRESSO on the Very Large Telescope.

The candidate will be responsible for monitoring the mechanical engineering component of the ANDES and PoET projects, particularly with regard to the Front End of both instruments.

Will also support all project management and systems engineering activities.

As part of the IA Instrumentation team, will also support all strategic projects for both ESO and ESA (European Space Agency) with regard to the mechanical design area.

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

- 1) Design of the mechanical system of the front end of the solar telescope and the pointing telescope of the PoET project.
- 2) Monitoring the production of all the mechanical components of the PoET project.
- 3) Integration and testing of the PoET project's mechanical components.
- 4) Conception and design of the various mechanical components for the ANDES project.
- 5) Monitoring the production of all the mechanical components for the ANDES project.
- 6) Integration and testing of mechanical components for the ANDES project.
- 7) Preparing for and participating in project meetings and subsequent actions.

The work plan is included in the ANDES project tasks:

- FE Structure (FE-04-00)
- FE SLArm Mechanics (FE-06-00)

V. Composition of the Jury

The members of the jury are:

- President – Alexandre Pereira Cabral;
- 1st Member of the jury - Manuel Adler Sanchez de Abreu;
- 2nd Member of the jury – Bachar Wehbe;
- 1st Alternate Member of the jury – Nuno Cardoso Santos;
- 2nd Alternate Member of the jury - Francisco Sabélio Nóbrega Lobo.

VI. Place of work

Work will be developed at the facilities of Research Center IA – Institute of Astrophysics and Space Sciences, 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 July 2024, and will last until the Work Plan referred to in section IV is completed. It will have an expected duration of 36 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 2.023,89, corresponding to level 28 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.

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 75%) or exclusion (final classification below 75%) 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) Master's degree classification and area of specialization - 25%
 - b) Motivation letter - 25%;
 - c) Knowledge of CAD software and Finite Element Analysis - 15%.
 - d) Professional experience and participation in mechanical engineering projects - 10%;
 - e) Interview by the Jury - 25%.
5. The jury will interview all the admitted candidates, in order to obtain additional information and/or clarifications and improved explanations of curricular elements.
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 7th of June 2024 to the 24th of June 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. 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*;
 - iv. 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.