

#4695

Public Notice - International Selection Procedure

Recruitment of a Science Manager with a MSc

R&D Unit cE3c, financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES

FCiências.ID/2024/cE3c/7

FCiências.ID - Associação para a Investigação e Desenvolvimento de Ciência hereby announces the opening of an international call for the recruitment of a Science Manager with a MSc within the scope of the multiannual funding program contract of the R&D Unit cE3c – Centre for Ecology, Evolution and Environmental Changes, from Faculdade de Ciências da Universidade de Lisboa (Ref. UIDB/00329/2020, DOI: <https://doi.org/10.54499/UIDB/00329/2020>), financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES through national funds (PIDDAC), 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 master degree¹ in Biology, Environment, Social Sciences or related areas, and fully comply with the following requirements:

- a) Autonomy and initiative in executive committee secretarial tasks, general supervision of the R&D Unit's administrative and financial management processes - information provided in the CV and/or motivation letter;
- b) Minimum of 5 years' proven experience in supporting research teams within the scope of R&D Units - information provided in the CV and/or motivation letter;
- c) Experience in the general supervision of administrative and financial management processes within R&D Units - information provided in the CV and/or motivation letter;
- d) Specialized knowledge and practice in monitoring the execution of projects and services: financial reporting, technical reports, deliverables, timesheets (Minimum 5 years of proven experience); support for applications and logistics and planning, namely database development - information provided in the CV and/or 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) Experience in using the platforms: myFCT, CIÊNCIA ID, CIÊNCIA VITAE, PCT - Portal de Ciência e Tecnologia, FCT R&D Unit Team Update, Funding and Tenders Portal - European Commission, LabOrders - information provided in the CV and/or motivation letter;
- b) Experience in managing and placing researchers' outputs in institutional repositories, such as Biblios and/or the Repository of the University of Lisbon (ULisboa) - information provided in the CV and/or in the motivation letter;
- c) Fluency in written and spoken English - information provided in the CV and/or motivation letter.
- d) Knowledge of open access policies and procedures to ensure compliance with institutional and funding requirements - information provided in the CV and/or motivation letter;
- e) Ability to work under pressure and meet strict deadlines - information provided in the CV and/or motivation letter;
- f) Experience in managing advanced training programs and doctoral programs - information provided in the CV and/or motivation letter;
- g) Ability to innovate and adapt to new challenges and technologies - information provided in the CV and/or motivation letter;

- h) Excellent communication and teamwork skills - information provided in the CV and/or motivation letter;
- i) Proactivity and ability to solve problems autonomously - information provided in the CV and/or motivation letter;
- j) Leadership skills and the ability to motivate multidisciplinary teams - information provided in the CV and/or 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>;
3. FCiências.ID Internal Regulation, available at <https://www.fciencias-id.pt/node/2>;
4. Regulation of *Avaliação dos Trabalhadores da Área de Ciência e Tecnologia*, available at <https://www.fciencias-id.pt/node/50>.

IV. Workplace

- a. The position is open for the organisational group "Science Manager", of the Science and Technology Management Career of FCiências.ID.
- b. Employees in this group carry out their activity in the processes described in section 4.v.1, 4.v.2 and 4.v.3 of the FCiências.ID processes tree (included in the annex to the call for proposals);
- c. Carry out the following tasks with autonomy and initiative:
 - i. Executive coordination (4.v.1),
 - ii. Specific technical management (4.v.2), and
 - iii. Administrative and financial management (4.v.3).
- d. The employee will be under the hierarchical dependence of the FCiências.ID Executive Board (EB) (or whoever the EB delegates) and under the functional dependence of the Coordinator of the R&D Unit – cE3c.

V. Composition of the Jury

The members of the jury are:

- President - Cristina Maria Filipe Máguas Silva Hanson;
- 1st Member of the jury - Margarida Maria Demony de Carneiro Pacheco de Matos;
- 2nd Member of the jury - Teresa Marta Pacheco de Sales Luís;
- 3rd Member of the jury - Rui Miguel Borges Sampaio e Rebelo;
- 4th Member of the jury - Maria Gabriela Rodrigues;
- 1st Alternate Member of the jury - David Gomes Claro;
- 2nd Alternate Member of the jury - Tiago Capela Lourenço.

VI. Place of work

Work will be developed at the facilities of the Research Unit cE3c – Centre for Ecology, Evolution and Environmental Changes, included in the relevant section of the establishment plan, at its facilities in the Faculty of Sciences of the University of Lisbon, in Campo Grande, Lisboa, Portugal.

VII. Contract Duration

The full-time indefinite term employment contract on an exclusive regime is expected to start in September 2024, including an initial experimental trial period of 180 days.

VIII. Monthly Allowance

The gross monthly salary corresponds to one of the Levels of the Salary Table (NTS) for a Science Manager in step 7, corresponding to NTS 26, 1.915,46 Euros, equivalent to the same level 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.

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' curricular background and professional experience, each member of the jury presents a justified proposal for admission (final classification equal to or greater than 80%) or exclusion (final classification below 80%) for each candidate, according to the evaluation criteria referred to in paragraph 4.
4. Evaluation of the relative merit of candidates, will rely on the following criteria:
 - a) *Curriculum Vitae* - 50%;
 - b) Demonstrated experience with the organisation and objectives of Research Units of the national scientific system - 30%;
 - c) Motivation letter including reference to the experience required for the work place – 20%;
 - d) Interview, if deemed necessary by the jury, to the 3 best ranked candidates - 20%.
5. The jury may decide to interview the 3 best ranked candidates [in criteria a) to c) of paragraph 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 80% of the final classification and the interview will correspond to 20%.
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 paragraph 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 paragraph 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 16th of July 2024 to the 29th of July 2024.
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.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 (BSc) and/or other scientific and professional qualifications - original documents must be provided in case of actual recruitment - *mandatory*;

ANNEX

Science Management sub-processes (of the R&D area) of the FCIências.ID organizational tree:

4 - R&D Area

v. Science Management (at R&D unit or LA level)

1. Executive coordination

- a. Interfaces with FCIências.ID and Associates
- b. Strategic, image and market aspects
- c. Relationships with management organizations (principal / partners / participants)
- d. Public relations
- e. Executive committee secretariat
- f. General supervision of specific technical processes
- g. General supervision of the unit's administrative and financial management processes

2. Specific technical management

- a. Support for applications
- b. Support for laboratory infrastructure management
- c. Logistics and planning
- d. Logistics for science communication processes (website / newsletter / dissemination)
- e. Reception and integration of new members
- f. Support for UI&D research teams
- g. (Co-)organization of scientific events and/or dissemination

3. Administrative and financial management

- a. Monitoring the execution of projects and services: financial reporting, reports, deliverables, timesheets,
- b. Use of FCIências.ID and Associates' internal operating systems and platforms (obtaining budgets, initiating requisition and assignment processes, recording deliveries, statistical purposes, ...)
- c. Recruitment process logistics (scholarships and HR - from calls for applications to contracts)
- d. Ensuring compliance with internal procedures
- e. Updating teams (FCT)
- f. Generic support for researchers