

#4773

Public Notice - International Selection Procedure

Recruitment of a Science Communicator with a PhD Degree, equated to Assistant Researcher

Instituto Dom Luiz (IDL), Referência LA/P/0068/2020, financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES

FCiências.ID/2024/LA/IDL/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 for granting status and complementary funding to Associated Laboratories 2021-2025, hereby announces the opening of an international call for the recruitment of a Science Communicator with a PhD Degree, equated to Assistant Researcher within the scope of the Associated Laboratory Dom Luís Institute (IDL) (Ref. LA/P/0068/2020|DOI: <https://doi.org/10.54499/LA/P/0068/2020>), financed by Fundação para a Ciência e a Tecnologia, I.P./MCTES, in response to the FCT-Tenure call, 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 degree* in Communication, Earth Sciences, or similar areas, and fully comply with the following requirements:

- a) Proven experience in science communication, dissemination and outreach - information provided in the CV and/or motivation letter.

* 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) More than two years of professional and/or academic experience after completing the PhD - information provided in the CV and/or motivation letter;
- b) Ability to attract competitive funding in the area of science communication, dissemination and outreach, Earth Sciences, or similar areas - information provided in the CV and/or motivation letter;
- c) Experience in leading and/or participating in national and/or international projects in science communication, dissemination and outreach, Earth Sciences, or similar areas - information provided in the CV and/or in the motivation letter;
- d) Proficiency in English and Portuguese (written and spoken) - 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 to be filled requires training at doctoral level and relevant professional experience, to ensure that the candidate to be hired will handle the coordination, organization and operation of the Communication Office of the IDL Associate Laboratory (IDL - LA).

The candidate will be responsible for autonomously ensuring professional and properly decoded interfaces with IDL's various target audiences, ensuring opportunities, formats and fluid forms of interaction with society.

The activities to be carried out focus on the strategic organization, dissemination and communication of science, namely the implementation of the IDL Communication Office, including:

1. Defining and updating the IDL Communication Plan (including what is disseminated, with what objectives and in relation to what type of events / policies / ..., formats and types of language, institutions, levels of intervention, ...);
2. Operationalization of the Communication Plan of IDL, harmonizing it in a coherent way with the activity of its various Institutional Nodes, Research Groups, and Thematic Lines;
3. The regular production of appealing content in different formats, including school and teacher populations, the media, companies and, in general, all those who benefit from the incorporation of lifelong knowledge;
4. In the context of the IDL activity in public policies and its relations with the various stakeholders, organizing events (at national and international level) that give visibility to the IDL contributions to such policies;
5. Contributing to the coordination, organization and dissemination of the IDL Advanced Training initiatives;
6. Dissemination of the knowledge generated by the scientific activity of IDL, in liaison with its researchers and the IDL management;
7. Production and/or validation of various contents resulting from the IDL activity, geared towards marketing or society and the general public;
8. Management of the IDL website and other relevant social networks, generating performance evaluation indicators;
9. Proactive coordination with science communication activities in related fields that may exist at FCIências.ID and at the LA's associated institutions;
10. Training new science communication professionals.

These responsibilities will be reflected in other aspects of the future annual individual performance appraisal. They must be taken on by the candidate to be hired, within the scope of Earth Sciences (without prejudice to and in the context of #9 above), in the form of proposals to the IDL coordinator, who is responsible for approving them, financing them and creating the conditions for their implementation with the direct intervention of the future contractor.

The Communication Plan is considered to be a technical-tactical operational tool-document that details the implementation of the IDL communication strategy in the form of specific activities, content to be developed, channels used, timeline, resources (human, goods and materials, and budget) required for its implementation, as well as the monitoring, evaluation and reporting mechanisms and metrics.

V. Composition of the Jury

The members of the jury are:

- President – Filipe M. Rosas (FCUL/IDL, Prof. Associado c/ Agregação);
- 1st Member of the jury – José Manuel Rebordão (President of the FCIências.ID Administration Board);
- 2nd Member of the jury – João Duarte (FCUL/IDL), Assistant Professor;
- 3rd Member of the jury – Joana Lobo Antunes (FCSH), Assistant Professor;
- 4th Member of the jury – Ana Matias (CIMA/Universidade do Algarve, Assistant Researcher)
- 1st Alternate Member of the jury – Carlos Marques da Silva (FCUL/IDL), Associate Professor;
- 2nd Alternate Member of the jury – Susana Custódio (FCUL/IDL, Associate Professor) .

VI. Place of work

Work will be carried out at the facilities of the Associate Laboratory Instituto Dom Luiz (IDL), at the campus of the Faculty of Sciences of the University of Lisbon (FCUL), Campo Grande, Lisboa, Portugal.

VII. Contract Duration

The full-time permanent employment contract on an exclusive regime is expected to start in April 2025, including an initial experimental trial period of 180 days.

VIII. Monthly Allowance

The gross monthly salary to be attributed is 3.427,59 Euros, on an exclusive regime, corresponding to the position 1 of the category equivalent to Assistant Researcher, in the Scientific Research career as mentioned in Annex I of ECIC, in its current version, under the terms of decree-law 108/2023 of 22 November 2023, 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 selection of the candidates approved in absolute merit will rely on the evaluation of their scientific and curricular achievements with a particular emphasis 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, each member of the jury presents a justified proposal for admission (final classification equal to or greater than 70%) or exclusion (final classification below 70%) 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 communication and dissemination of science to a variety of audiences and/or press offices - 20%;
 - c) Experience in organizing scientific and outreach events and initiatives 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 three 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 31th of October 2024 to the 15th of November 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.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 - *mandatory*;
 - iii. Up to five professional publications or works relevant for the objectives of the Workplace - *mandatory*;
 - iv. Contacts of 3 former supervisors/employers willing to provide references - *optional*;
 - v. 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*;
 - 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 30th of October 2024.