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**NOTICE OF SELECTION CALL**  
**SCIENCE AND TECHNOLOGY MANAGER**  
**Ref. 20238.IJP.CTTI**

By order of the Rector of the Portucalense Infante D. Henrique University (UPT), Professor Fernando Manuel dos Santos Ramos, and under the terms set out in article 140 of the Portuguese Labor Code, approved by Law no. 7/2009, of 12 February, a selection call is now open for the recruitment of 1 (one) Science and Technology Manager, in the form of an individual employment contract with an uncertain resolutive term, to carry out, on an exclusive dedication basis, managing science and technology-related activities, which will be developed within the R&D Unit No. 4112 - Portucalense Legal Institute (IJP), under the Program-Contract UIDB/04112/2020, funded by national funds through the Portuguese Foundation for Science and Technology I.P, taking into consideration the temporary expansion of tasks at this level.

**1. Job Responsibilities**

- a) Administrative and financial support for the implementation of the multi-annual funding program;
- b) Preparation and follow-up of expense presentation and justification procedures, ensuring adherence to funding program regulations;
- c) Support regarding application preparation and submission, as well as managing projects that contribute to the strategic plan of activities;
- d) Preparation and monitoring of the evaluation processes;
- e) Production of reports and compilation of scientific production indicators;
- f) Data processing and database management;
- g) Planning and logistical support for conferences and events.

**2. Workplace**

The work will be carried out at the facilities of the Portucalense Infante D. Henrique University, located at R. Dr. António Bernardino de Almeida 541, 4200-072 Porto.



### 3. Salary

The gross monthly salary is €1.333,35, equivalent to the 2<sup>nd</sup> remuneration position in the general career of a Senior Technician, level 16 of the Single Remuneration Table. The contract also comprises the payment of meal allowance, and holiday and Christmas subsidies.

### 4. Working hours

The normal weekly working period is thirty-five hours, on an exclusive basis.

### 5. Admission requirements

#### 5.1. Minimum admission requirements

- a) Academic qualifications: Bachelor's degree.

If the degree was awarded by a foreign higher education institution, candidates must obtain its recognition, in accordance with the provisions of Decree-Law No. 66/2018, dated August 16, which approves the legal regime for recognition of academic degrees and Higher Education diplomas awarded by foreign higher education institutions. Any required formalities must be completed by the application deadline. For additional information, please consult the DGES portal at the following address:

<https://www.dges.gov.pt/en>

- b) Native command of the Portuguese language.
- c) Availability to commence duties within a maximum period of 30 days after the conclusion of the recruitment process – It is a requirement to indicate availability in the application letter.

#### 5.2. Specific requirements

- a) Professional Experience in Science Management within research units or a university context;
- b) Professional experience in managing administrative and financial procedures;
- c) Proficiency in written and oral English;
- d) Competency in computer operations to perform tasks related to data processing, and database creation and management;
- e) Experience in organising events;



- f) Problem-solving skills in medium and high-pressure environments;
- g) Analytical and critical thinking, coupled with the ability to plan, organise, and work autonomously.

## 6. Selection methods and evaluation criteria

Candidates will be evaluated using the following methods:

- Curricular Assessment (AC): weighted at 50%
- Application Letter Assessment (ACC): weighted at 20%
- Selection Interview (ES): weighted at 30%, conducted for candidates in the top four positions based on the previous methods.

The **final score (AF)** will be calculated using the following formula:  $AF = (AC \cdot 0,5) + (ACC \cdot 0,2) + (ES \cdot 0,3)$ . If none of the candidates achieve a minimum score of 14 points, the position will not be filled.

### 6.1. Curriculum assessment (AC)

The curricular evaluation will assess the following factors, scoring them on a scale of 0 to 20 points with precision to the hundredth, using the following calculation:

$$AC = (AC1 \cdot 0,2) + (AC2 \cdot 0,2) + (AC3 \cdot 0,2) + (AC4 \cdot 0,2) + (AC5 \cdot 0,2)$$

**AC1** – Academic Qualifications: scored according to the final average obtained in the bachelor's degree.

**AC2** – Professional experience in science management in research units or a university context and/or professional experience in managing administrative and financial procedures: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; little or no evidence of experience - from 0 to 9 points.

**AC3** – Proficiency in written and oral English: high level - from 16 to 20 points; adequate level - from 10 to 15 values; insufficient level or no evidence of English language skills - from 0 to 9 points.

**AC4** – Computer knowledge to perform tasks related to data processing, and database creation and management: high level - from 16 to 20 points; adequate level - from 10 to 15 values; insufficient level or no evidence of relevant knowledge - from 0 to 9 points.



**AC5** – Experience in organising events: very relevant - from 16 to 20 points; relevant - from 10 to 16 values; little or no evidence of experience - from 10 to 9 points.

## 6.2. Application letter assessment (ACC)

The evaluation of the application letter will focus on the factors indicated below, scored on a scale of 0 to 20 points with precision to the hundredth, based on the following calculation:

$$ACC = (ACC1 * 0,5) + (ACC2 * 0,5)$$

**ACC1** – Written communication and document presentation skills: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; limited relevance - from 0 to 9 values.

**ACC2** – Motivation and interest in the activities to be carried out: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; limited relevance - from 0 to 9 values.

## 6.3. Selection interview (ES)

The 4 candidates with the highest scores, based on the selection methods mentioned above, will be invited for a Selection Interview (ES), which may be conducted remotely or in person. Failure to attend the interview will be considered equivalent to withdrawal from the competition, resulting in the exclusion of the candidate. The selection interview will consider the following criteria, scored on a scale of 0 to 20 points with precision to the hundredth, based on the following calculation:

$$ES = (ES1 * 0,5) + (ES2 * 0,25) + (ES3 * 0,25)$$

**ES1** – Knowledge and motivation for duties:

High level of knowledge and motivation - from 16 to 20 points

Adequate level of knowledge and motivation - from 10 to 15 points

Lack or insufficient level of knowledge or motivation - from 0 to 9 points

**ES2** – Soft skills (Analytical and critical thinking, planning, organisation, autonomous work, and problem-solving in medium and high-pressure environments):

Highly proficient - from 16 to 20 points

Competent - from 10 to 15 points

Insufficient proficiency - from 0 to 9 points

**ES3** – Communication and argumentation skills:

Highly proficient - from 16 to 20 points

Competent - from 10 to 15 points

Insufficient proficiency - from 0 to 9 points



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## **7. Selection panel composition**

Chair of the panel: Prof. Pedro Carlos da Silva Bacelar de Vasconcelos, Associate Professor at UPT and Director of IJP

Panel member: Prof. Maria Manuela Dias Marques Magalhães Silva, Associate Professor at UPT

Panel member: Prof. André Pereira Matos, Assistant Professor at UPT

Deputy member: Prof. Eva Dias Costa, Associate Professor at UPT

Deputy member: Prof. Fernanda Maria Neves Rebelo, Assistant Professor at UPT

## **8. Selection procedure**

The selection panel will first decide on the admission and exclusion of each application, before proceeding with a phased assessment in accordance with the established selection methods. Deliberations are made through reasoned roll call voting, in accordance with the selection criteria adopted and published in this call, with no abstentions allowed. Minutes are taken at the selection panel meetings, with a summary of key points and decisions, as well as the votes cast by the selection panel and the respective grounds. After carrying out the assessment according to the selection criteria, the selection panel will rank the candidates in a list based on their scores. In case of a tie, the casting vote of the chair of the panel will be employed to determine the final ranking. The final decision of the selection panel is subject to the approval of the institution's top manager, with the ultimate hiring decision falling under the responsibility of the top manager of the contracting entity.

## **9. Notification of results**

The results of the evaluation will be communicated via email, to the address provided in the application.

## **10. Pre-hearing and Deadline for Final Decision**

In accordance with Article 121 of the Portuguese Code of Administrative Procedure, approved by Law No. 4/2015 of 7 January, candidates have 10 working days to respond upon receipt of notification of results. Following the pre-hearing period, the selection will evaluate any allegations



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presented during that time and then approve the final ranking list of candidates. The selection panel will issue final decisions within 90 days after the application submission deadline.

## 11. Application Process

The call is open from 19/10/2023 to 03/11/2023, até às 23h59, (until 11.59 pm, Lisbon time).

Applications must be submitted in Portuguese via email to [gai@upt.pt](mailto:gai@upt.pt). The subject of the email should include the call reference **20238.IJP.CTTI** to ensure proper processing.

The following documents in Portable Document Format (.pdf) must accompany the application:

- a) Copy of the bachelor's degree certificate (including degree recognition, if the degree is from a foreign higher education institution);
- b) Comprehensive, dated, and signed curriculum vitae, containing all relevant information for evaluating compliance with the admission requirements and criteria specified in this competition;
- c) Application letter, explaining the candidate's motivation and including a mandatory reference to availability to commence duties;
- d) Additional supporting documents deemed relevant for assessing the application's eligibility or merit.

Candidates who fail to submit their application correctly or do not meet the minimum admission requirements stated in this call will be excluded from the competition. The decision to exclude a candidate will be communicated via email, for the purpose of conducting a pre-hearing of interested parties.

In case of doubt or if deemed necessary, the selection panel may request the candidate to present additional information or documents to assess eligibility or confirm the facts relevant to the evaluation, specifying a deadline for this purpose. Failure to provide the requested clarifications, information, or documents within the stipulated timeframe will result in the exclusion of the candidate.

False statements made by candidates will be subject to legal consequences.



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## **12. Privacy Policy**

UPT is the data Controller regarding all personal data processing carried out in this selection procedure, under Regulation (EU) 2016/679 (General Regulation on Data Protection).

The personal data processed within the scope of this call is only intended for this selection process and will be used by UPT to assess eligibility for the applied role in accordance with the applicable legal requirements and the procedure's selection criteria. The applicant's refusal to consent to the personal data processing will prevent UPT from verifying whether the application meets the minimum requirements and, therefore, will render the application invalid.

Personal data can legitimately be transmitted to third parties whenever necessary to fulfill UPT's legal obligations and comply with the funding scheme requirements regarding this procedure.

The data will be retained for a legally defined period of five years.

The Data Subject has the right to object to the data collection and processing, as well as to verify, update, rectify, erase, or limit the use of the collected data. The exercise of these rights is excluded when personal data is used to safeguard the public interest, namely in cases of detection and prevention of criminal offenses, or when subject to professional secrecy.

The Data Subject also has the right to access and data portability.

In order to exercise such rights, the Data Subject shall contact UPT via the e-mail address [rgpd@up.pt](mailto:rgpd@up.pt). In all instances, the Data Subject has the right to contact and lodge a complaint to the National Data Protection Commission.

## **13. Non-discrimination and equal access policy**

UPT is actively committed to promoting a non-discrimination and equal access policy, wherefore no applicant can be privileged, benefited, impaired, or deprived of any rights whatsoever, or be exempted from any duties based on their ancestry, age, sex, sexual orientation, marital status, family and economic conditions, education, origin or social status, genetic heritage, reduced work capacity, disability, chronicle illness, nationality, ethnic origin or race, national origin, language, religion, political or ideological belief, and union affiliation.



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#### **14. Closing remarks**

This call is intended solely for the purpose of filling the indicated vacancy. It may be terminated until the final ranking list of candidates is approved, and it will expire when the job is filled. The call may also be canceled due to the lack of candidates and whether a situation of force majeure occurs or budgetary reasons determine it.

Additionally, both the call and the resulting contract will only take effect if the funding conditions provided by the FCT are met. Interruption or suspension of funding, or lack of budgetary availability may result in the termination of the contract.

#### **15. Publication of the call opening notice**

This call opening notice is available on the UPT [website](#) and on the EURAXESS portal in both Portuguese and English version. In the case of conflicting meanings between the two language versions, the Portuguese version prevails.

#### **16. Contacts**

Any inquiries related to this call can be addressed to [gai@upt.pt](mailto:gai@upt.pt).