



NOTICE OF SELECTION CALL
SCIENCE AND TECHNOLOGY MANAGER

Ref. 20261.REMIT.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 of uncertain fixed term, to carry out, on an exclusive dedication basis, science and technology management activities, which will be developed within the R&D Unit No. 05105 – REMIT - Investigação em Economia, Gestão e Tecnologias da Informação, under the Programme Contract UID/05105/2025 (<https://doi.org/10.54499/UID/05105/2025>), funded by national funds through FCT – Fundação para a Ciência e a Tecnologia, I.P., in view of the exceptional and temporary increase in workload arising from the implementation of the multiannual work plan under the 2025–2029 funding framework, namely in the management, coordination, monitoring and reporting of the R&D Unit’s activities. These needs are non-permanent, and their duration may vary depending on the execution of activities and the continuity of funding.

1. Job responsibilities

- a) Administrative and financial support for the implementation of the multi-annual funding programme;
- b) Preparation and follow-up of expense presentation and justification procedures, ensuring adherence to funding programme 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) Support in the collection and analysis of information on the unit’s scientific output;
- f) Support in the collection and analysis of information related to the societal impact of the research carried out by the R&D Unit;
- g) Data processing and archiving;
- h) Planning and logistical support for the organisation of conferences and events.

2. Workplace

The work will be carried out on the premises of UPT, located at R. Dr. António Bernardino de Almeida 541, 4200-072 Porto.



3. Salary

The gross monthly salary is €1.499,15, equivalent to the 1st 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) Minimum 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. Preferred 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) IT skills relevant to information maintenance and management tasks, including the creation and management of databases;
- e) Experience in event organisation;
- f) Ability to solve problems in contexts of medium to high pressure;
- g) Strong analytical skills, critical thinking, planning, organisation, and ability to work independently.



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:

$$AF = (AC*0,5) + (ACC*0,2) + (ES*0,3).$$

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:

$$AC = (AC1 * 0,25) + (AC2 * 0,25) + (AC3 * 0,25) + (AC4 * 0,25)$$

AC1 – Professional experience in science management within R&D Units or a university context and/or professional experience in the management of administrative and financial procedures: highly relevant – 16 to 20 points; relevant – 10 to 15 points; of little relevance or no evidence of experience – 0 to 9 points.

AC2 – Written and oral fluency in English: high level – 16 to 20 points; adequate level – 10 to 15 points; insufficient level or no evidence of English language skills – 0 to 9 points.

AC3 – IT skills relevant to information maintenance and management tasks, including the creation and management of databases: high level – 16 to 20 points; adequate level – 10 to 15 points; insufficient level or no evidence of relevant skills – 0 to 9 points.

AC4 – Experience in event organisation: highly relevant – 16 to 20 points; relevant – 10 to 16 points; of little relevance or no evidence of experience – 0 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 – Ability of written expression and quality of presentation of the document: 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 the performance of the 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

7. Selection panel composition

Chair of the panel: Prof. Luís Miguel da Mata Artur Dias Pacheco, Full Professor at UPT and Director of REMIT

Panel member: Prof. Sofia Elisabete Gomes, Associate Professor with Habilitation at UPT

Panel member: Prof. Fernando Moreira, Full Professor at UPT

Deputy member: Prof. Helena Albuquerque, Associate Professor at UPT

Deputy member: Prof. Micaela Pinho, Associate 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 panel will evaluate any allegations 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 **20/04/2026 to 05/05/2026**, until 11.59 pm, Lisbon time.

Applications must be submitted in Portuguese via email to gai@upt.pt. The subject of the email should include the call reference **20261.REMIT.CTTI** to ensure proper processing.

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

- a) Copy of degree certificate (and its recognition, if the degree was awarded by a foreign higher education institution);
- b) Detailed curriculum vitae;



- c) Application letter, demonstrating compliance with the admission requirements, including mandatory reference on availability for starting duties, and a summary of relevant information for the selection panel's assessment concerning the evaluation criteria set out in this call;
- d) Other supporting documents considered relevant for assessing the eligibility of the application or for merit assessment.

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.

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@upt.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, chronic illness, nationality, ethnic origin or race, national origin, language, religion, political or ideological belief, and union affiliation.

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 cancelled 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 DGES 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.