

PUBLIC NOTIFICATION/0014/2019**ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE FOR
DOCTORATE HIRING****PURSUANT TO DECREE-LAW NO. 57/ 2016 OF 29 AUGUST****Internal Reference:** ECI_ESB_GTC**1. Framework**

The Rector of the Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil deliberated the opening of an international selection tender for one vacancy of doctorate auxiliary researcher to perform duties of scientific research, in exclusive commitment, in the scientific field of management of science and technology, to be carried out at CBQF – Centro de Biotecnologia e Química Fina, integrated in the Escola Superior de Biotecnologia da Universidade Católica Portuguesa of the Universidade Católica Portuguesa, in Porto, within the framework of the Agreement-Programme of Institutional Support Selection Procedure (articles 17, 19, and 28 of the Scientific Employment Regulation) signed between the Portuguese Foundation for Science and Technology, I.P. (FCT,IP) and the Universidade Católica Portuguesa (UCP).

The work to be developed aims at implementing and managing an office for the support of applications to international grants, with particular focus in European Commission funded projects. This will involve setting up a structure to foster and support research staff, mapping and disseminating funding opportunities, supporting researchers in the preparation of grant proposals, including the writing of proposals and providing training.

2. Applicable Legislation

Decree-Law no. 57/2016 of 29 August, amended by Law no. 57/2017 of 19 July, which approved the doctorate hiring regime destined to stimulate scientific and technological employment for all knowledge areas (RJEC), without prejudice to the specific regulations applicable to the Universidade Católica Portuguesa.

3. Workplace

The workplace is located on the premises of the Universidade Católica Portuguesa, in Porto.

4. Remuneration

Gross monthly remuneration to be paid is 3191,82 € euros, plus meal allowance. To these amounts are added annual holiday and Christmas allowances.

5. Admission requirements

Any national, foreign, and stateless candidate(s) who hold a doctorate degree in Applied Biotechnology, Applied Biosciences, or related scientific fields, and a scientific and professional curriculum whose profile is suited for the activities to be performed, can submit their applications.

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Candidates must hold a professional and scientific curriculum whose profile is suited for the activity to be performed, namely: i) have demonstrated professional experience in European grant writing, preparation of proposals and project management of at least 5 years; ii) be proficient in written and spoken English.

Desirable factors include: i) Demonstrated experience in the management of scientific information, and preparation of scientific reports; ii) Demonstrated experience in management of other staff in a project office; iii) Strong interpersonal and verbal communication skills; iv) Demonstrated experience in providing training in grant writing and preparation of European Commission funded proposals; v) Demonstrated experience in the organization of meetings; vi) Availability to travel within Europe.

In the event the doctorate degree was awarded by a foreign higher education institution, said degree must comply with the provisions of Portuguese law on the recognition of foreign degrees. For those purposes, the requirements described in **point no. 11** of this notice must be considered.

6. Selection Process

Pursuant to article 5 of RJEC, selection is to be made based on candidate scientific and curricular career evaluation.

7. Evaluation criteria

Assessment criteria: scientific production and its relevance, participation in scientific projects and congresses, student supervision, scientific dissemination actions, transfer of knowledge, other relevant activities and experiences. The evaluation process includes an interview with the candidates.

Candidate final classification system shall be given on a scale of 0 to 100. The value is calculated by weighing in each factor as follows, always taking into account that for each item only the activity relevant to the scientific field of the present tender will be considered:

1. Scientific and curricular background (PC)

- a) Scientific and technological production: weighing **15%**;
- b) Applied or practice-based research activities: **30%**;
- c) Knowledge extension and dissemination activities: **55%**;
- d) Interview (E).

The candidates who rank in the first three positions will be interviewed (E), in order to clarify aspects related to the results of their research. Applicants will be asked to make a 10-minutes PowerPoint presentation, in which they demonstrate the contributions to this parameter.

Applicants who are interviewed will be assigned a new classification in addition to the initial one that will be based on the following formula:

$$\text{Final classification} = 90\% \text{ PC} + 10\% \text{ E}$$

8. Tender Selection Panel

Pursuant to article 13 of RJEC, the tender selection panel shall be formed by:

President of the Jury: Prof Dr. Manuela Pintado; other members: Prof. Dr. Célia Manaia e Prof. Dr. António Rangel.



9. Deliberation

The panel shall deliberate by means of roll-call vote justified under the adopted and disclosed selection criteria, with no abstentions allowed. Minutes of panel meetings shall be executed and shall include a summary of all occurrences of said meeting, as well as of all votes casted by the members and respective reasoning. After selection criteria application, the panel shall prepare a sorted list of approved candidates and respective classification. The panel's final decision shall be validated by the leader of the institution, who is also in charge of deciding about the hiring. The ranked list of approved candidates will be posted at the facilities of Universidade Católica Portuguesa at Porto, located at Rua Arquitecto Lobão Vital, Nº 172, 4200-374 Porto, and will be announced on the website <http://www.esb.ucp.pt/>. Candidates will be notified by email once this list is made available.

10. Preliminary Hearing and Final Decision Deadline

After being notified, all candidates have 10 working days to respond. The panel's final decisions are pronounced within the next 5 working days, following the candidates' deadline.

11. Application formalization

Applications are formalized by completing the [application form](http://inqueritos.porto.ucp.pt/site/index.php/841887/lang-en) available at <http://inqueritos.porto.ucp.pt/site/index.php/841887/lang-en>.

Applications are to be submitted in English.

Applications shall include the following documents:

- a) Curriculum vitae, using the [model](http://www.porto.ucp.pt/sites/default/files/files/UEI/ModeloCV_Researcher_ESB.docx) available (http://www.porto.ucp.pt/sites/default/files/files/UEI/ModeloCV_Researcher_ESB.docx);
- b) Certificate of completion of the PhD, indicating the date of its conclusion;

If the Doctoral Degree has been awarded by a non-Portuguese higher education institution it must comply with the provisions of the Portuguese legislation on the recognition of foreign degrees, regulated by Decree-Law no. 66/2018 of August 16th. The signature of the contract is conditional on the presentation of the formal document.

Applicants are advised to check the website of the Directorate-General for Higher Education (DGES) for further information: <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>.

12. Application deadline

Candidates may submit their applications in the terms mentioned in the previous point, from **04-02-2019** until **15-02-2019** (until 5 pm Lisbon time).

All candidates who formalize their applications in an improper way or fail to prove the requirements imposed by this tender are excluded from admission. In case of doubt, the panel is entitled to request any candidate to

present further documentation supporting their statements. Failure to submit any clarifications, information or documents that are requested within 5 working days means the withdrawal of the application. False statements provided by the candidates shall be punished by law.

13. Privacy Policy

Universidade Católica Portuguesa is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 – General Regulation on Data Protection.

The personal data processed in the scope of this tender procedure is processed within the framework of said tender procedure only, and will be processed by Universidade Católica Portuguesa with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>.

For purposes of exercising the respective rights, contact the University through the e-mail address compliance.rgpd@ucp.pt or by using the address found at the end of this announcement, through the means set out in "Contacts for clarification".

The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

14. Non-discrimination and equal access policy:

The Universidade Católica Portuguesa actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, gender, sexual orientation, marital status, family status, family and economic conditions, instruction, 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 convictions, and union membership.

15. Final remarks:

This tender is exclusively destined to fill this specific vacancy and can be terminated at any time until approval of final candidate list, expiring with the respective occupation of said vacancy.

This invitation to tender and the contract concluded as a result of it will only take effect if FCT's financing conditions are fulfilled. The interruption or suspension of the funding can determine the termination of the contract.

This tender procedure can be canceled when it is vacant; when any case of force majeure occurs; when reasons of a budgetary nature, occurring after the opening of the competition, determine it.

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The selected candidate will be hired by Universidade Católica Portuguesa as auxiliary researcher under a contract of indefinite duration (contrato a termo incerto), following what is stipulated in Decree-Law no. 57/2016 of 29 August, and which will never be superior to six years.

16. Contacts for clarifications:

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