

ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL CALL FOR THE POSITION OF SCIENCE AND TECHNOLOGY MANAGER

Internal Reference: CEID-CRCFL_Gestor de Ciência

[Portuguese version](#)

1. Framework

The Rector of Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil, hereby announces the opening of an international selection tender for one vacancy of Science and Technology Manager to perform duties of science and technology management on an exclusivity basis. Activities are to be carried out at I&D Unit no. 4859, Research Centre for the Future of Law (CEID-CRCFL) of the Universidade Católica Portuguesa's Faculty of Law, in Porto and Lisbon, within the scope of CEID-CRCFL's pluriannual financing contract-programme (UIDB/04859/2020), financed by national funds from the Portuguese Foundation for Science and Technology, I.P. (FCT, IP).

Within CEID-CRCFL's strategic plan, the following objectives are identified for this position:

- a) Support in the analysis of possible sources of funding, in the allocation of teams to these sources, and in the preparation and submission of applications within the scope of national and international funding programmes, with a special focus on (i) writing and reviewing proposals; and (ii) technical-administrative and financial tasks;
- b) Planning of activities related to CEID-CRCFL's research, including the organization of conferences and events;
- c) Promotion of CEID-CRCFL's communication with the outside world – through its website and through other actions or events;
- d) Support in the financial management of CEID-CRCFL, as well as in the management of its databases;
- e) Sporadic integration in research teams.

2. Workplace

The workplace is located at Universidade Católica Portuguesa, in Porto or Lisbon, depending on the selected candidate's residence. The latter will always be obliged to provide support to the two sections of the CEID-CRCFL (Porto and Lisbon).

3. Remuneration

Gross monthly remuneration to be paid is 1.400,62 euros, plus meal, vacation, and Christmas allowances.

4. Admission Requirements

4.1. General Requirements

Any national, foreign, and stateless candidates with a master's degree in law, social sciences, science management, economics, business management or related scientific areas, holders of a postgraduate degree in science management, and holders of a professional and scientific curriculum that reveals an adequate profile for the functions to be performed.

In the event the master's 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. 9 of this notice must be considered.

4.2. Specific Requirements

General admission requirements are those defined in point 4.1. In specific terms, for the evaluation of the scientific and curricular career, preference will be given to candidates with:

- a) Previous professional experience:
 - In raising funds for research, through (i) preparing applications for national and international funding programmes; and/or (ii) patronage or crowdfunding;
 - In the management of research projects, including the planning, monitoring and evaluation components (within the respective legal frameworks);
 - Working in academic institutions (research and/or higher education).
- b) The following curricular skills:
 - Knowledge of national and international funding programmes;
 - Knowledge of Microsoft Office and other tools to support the maintenance and management of information, as well as the creation and management of databases;
 - Excellent level of written and spoken English;
 - Degree in Law;
 - Excellent communication, interpersonal, and teamwork skills;
 - Strong organizational, leadership, initiative, time management, and work skills, as well as personal and in intellectual autonomy skills;
 - High degree of rigour and sense of responsibility.

5. Selection Process:

Applications that do not meet the general requirements mentioned in point 4.1 will be excluded.

Applications that meet the general requirements mentioned in point 4.1 will be evaluated based on the specific requirements identified in point 4.2, according to the following percentages:

- i. Previous experience: 60%;
- ii. Curricular skills: 40%.

Candidates with a rating equal to or greater than 14 (out of 20) will be interviewed and ranked taking into account not only their quantitative assessment, but also their performance in the interview, with each of these elements having the same weight in the final assessment.

6. Tender Selection Panel

President: Professor Sofia Oliveira Pais Cunha; other members: Professor Elsa Rodrigues de Oliveira Vaz de Sequeira Pereira da Silva, Professor Maria da Conceição Fonseca Ferreira da Cunha.

7. Deliberation

The jury decides through nominal voting based on the adopted selection criteria, no abstentions allowed. Minutes of panel meetings shall be drafted and shall include a summary of all occurrences of said meeting, as well as of all votes cast by the members and respective reasoning. After application of the selection criteria, the panel shall prepare a sorted list of approved candidates and respective classification. The panel's final decision shall be approved by the Rector, who shall also approve the hiring of the selected candidate.

The ranked list of approved candidates will be displayed at the facilities of Universidade Católica Portuguesa in Lisbon and Porto, located at Palma de Cima and Rua de Diogo Botelho, 1327, respectively, and announced on the following webpage: <http://www.porto.ucp.pt/>. Candidates will be notified by email once this list is made available.

8. Preliminary Hearing and Final Decision Deadline

After being notified, candidates have 10 days to respond. The panel's final decisions are pronounced within the next 5 working days after the 10-day response period.

9. Application Formalization

Applications are to be formalized, in Portuguese or English, by filling in the [application form](#) available at: <https://inqueritos.porto.ucp.pt/hr/index.php?r=survey/index&sid=624262&lang=en>

Applications are to be accompanied by the following documents:

- a) Curriculum vitae;
- b) Certificate of completion of the Bachelor's and Master's degrees, indicating the date of completion, as well as, if applicable, a statement attesting to the completion of the postgraduate course in science management;
- c) Letter of motivation, demonstrating the candidate's motivation, as well as the fulfilment of the requirements mentioned in point 4;
- d) In the event the Master's Degree has been awarded by a foreign higher education institution, candidates must submit their Master's Recognition Certificate or proof of the recognition request in accordance with Portuguese legislation.

If the Master's 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>.

10. Application Deadline

Applicants may submit their application, under the terms mentioned in the previous point, from 14 March 2022 to 28 March 2022 (until 5 pm, Lisbon time).

Applicants who incorrectly formalize their application or do not meet the general requirements mentioned in point 4.1 are excluded from admission to the competition.

In case of doubts, the jury has the right to require any candidate to present documents proving their statements. In case of applicants' failure to provide the requested clarifications, information or documents within 5 working days, applications will be withdrawn. False statements made by candidates will be punished under the law.

11. 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 submitted within the scope of this tender procedure are processed within the framework of said tender procedure only, and will be treated by Universidade Católica Portuguesa with the purpose of verifying candidates' fulfillment of the assumptions established in the applicable legislation for their

contracting. Candidates' opposition to the processing of said data will impede the acceptance of the application and, therefore, its analysis and evaluation.

Candidates' personal data, if indispensable for the fulfilment 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.

Data subjects are entitled to oppose to the collection and processing of data, have 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 are used to protect public interests, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

Data subjects have the right of access to and portability of the data.

Rights of personal data subjects: <https://www.ucp.pt/rights-data-subjects>.

For purposes of exercising the respective rights, please contact the University through the following 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".

Data subjects are always entitled to contact and file a complaint with Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

12. Non-Discrimination and Equal Access Policy:

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, 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.

13. Final Remarks:

This tender is exclusively intended to fill the vacancy indicated, and may be terminated until the approval of the final ranking list of candidates, expiring with the respective occupation of the job on offer.

This tender and the contract concluded following it will only take effect if the foreseen financing conditions are met.

This tender may be cancelled when (i) it is vacant; (ii) when any case of force majeure occurs; or (iii) when budgetary reasons, occurring after the opening of the tender, determine it.

The selected candidate will sign a Science and Technology Manager indefinite-term contract (contrato a termo incerto), starting on the 1st of May 2022 and with an estimate duration of 20 months.

14. Contacts for Clarification:

Universidade Católica Portuguesa – Centro Regional do Porto

Rua de Diogo Botelho, 1327

4169-005 Porto, Portugal

Direção de Recursos Humanos

drh.recrutamento.porto@ucp.pt

Porto, February 21, 2022.