

ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE FOR DOCTORATE HIRING PURSUANT TO ARTICLE 23 OF DECREE-LAW NO. 57/2016 OF 29.08, AS AMENDED BY LAW NO. 57/2017, OF 19.07

1. The meeting of the Board of Associação Oficina Centro Ciência Viva de Tavira held on 16/07/2018 deliberated the opening of an international selection tender for a doctorate vacancy to exercise the duties of management and communication activities of science and technology in the scientific area(s) of **Marine Sciences**, specialization on **Marine Biology**, with an undefined work contract regime under Article 140 (1) (g) of the Portuguese Labour Code, for the execution of a precisely defined and non-durable service, with a maximum duration of 6 years, to:

- Develop and coordinate the programming and production of educational and scientific contents for the activities of Associação Oficina Centro Ciência Viva de Tavira;
- Develop partnerships and contacts between the educational community and the scientific community, nationally and internationally;
- Develop, coordinate, manage and implement projects for the promotion of the scientific and technological culture, related to its area of training and other scientific areas;
- Develop and perform the institutional communication strategy;
- Collaborate in the general management and coordination of the institution.

2. Applicable Legislation – Decree-Law no. 57/2016 of August 29, as amended by Law no. 57/2017, of July 19, which approved the doctorate hiring regime to stimulate scientific and technological employment in all areas of the knowledge (RJEC) and Regulatory Decree nº 11-A / 2017, of December 29 from the Labor Code, approved by Law n.º 7/2009, of February 12, under its current reading.

2.1 The present tender procedure is open pursuant to N.º1 of article 23 of the RJEC for the performance of jobs performed by grantees with a doctorate degree fulfilling the eligibility criteria established in the said article, in accordance with the grant with the reference SFRH/BGCT/127909/2016.

3. Pursuant to article 13 of the RJEC the jury of the competition is composed as follows:

Members:

President: Dr. Ana Paula Fernandes Martins, President of the Board of Associação Oficina Ciência Viva de Tavira;

1st member: Professor Maria Ester Tavares Álvares Serrão, Faculty of Science and Technology of the University of Algarve;

2nd member: Professor Ana Rita Correia de Freitas Castilho da Costa, Faculty of Science and Technology of the University of Algarve.

Substitute members:

1st member: Professor Maria Alexandra Anica Teodósio, Faculty of Science and Technology of the University of Algarve, which will replace the President, in her absences and impediments;

2nd member: Rita Alexandra Duarte Borges, PhD, Executive Director of the Associação Oficina Ciência Viva de Tavira.

4. Workplace shall be at Associação Oficina Ciência Viva de Tavira, Convento do Carmo, 8800-311 Tavira, Portugal.

5. Monthly remuneration to be paid is that set by point c) of nº 1 of article 15th of the RJEC and in nº 3 of article 5 of Regulatory Decree Nº 11-A/2017, of December 29.

6. Applicants can be any national, foreign and stateless candidate(s) with a doctoral degree in **Marine Sciences, specialization in Marine Biology**, who are holders of a scientific and professional curriculum that shows a profile suited to the activity to be performed. If the doctorate degree has been awarded by a foreign higher education institution, said degree must comply with the provisions of Decree-Law no. 341/2007 of October 12, and any formalities established therein must be complied with at the application deadline.

7. General tender admission requirements are those set in the previous section, and the scientific and professional curriculum of the candidates must show the following profile:

- Proven experience in the management and coordination of projects and science promotion activities, particularly directed to the Education and Scientific Culture, including the promotion of environmental literacy, ocean literacy and social inclusion;
- Proven experience in the coordination, implementation and development of educational activities for schools;
- Proven experience in institutional communication and digital media communications management;
- Fluency in Portuguese and English.

Preference will be given to candidates with:

- Experience in obtaining external funding;
- Proven experience in the coordination and management of multidisciplinary teams;
- Experience in field and laboratorial work in the disciplinary area of the contest;
- Experience in student supervision;

- Experience in the area of science communication;
- Certificate of Trainer by the Scientific and Pedagogical Council of Continuous training.

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

9. The evaluation of the scientific and curricular career focuses on relevance, quality and up-to-dateness of:

- a) scientific, technological, cultural or artistic production in the last five years, deemed most relevant by the candidate;
- b) research activities, applied or practice-based, developed over the last five years, deemed most impactful by the candidate;
- c) knowledge extension and dissemination activities developed in the last five years, namely under the scope of the promotion of culture and scientific practices, deemed most relevant by the candidate;
- d) activities of management of science, technology and innovation programmes, or the experience in observing and monitoring the scientific and technological system or higher education, in Portugal or abroad.

10. The five-year period mentioned in the preceding paragraph can be extended by the panel, at the request of the candidate, whenever the suspension of scientific activities is reasoned by socially protected grounds, like parental leave, long-term serious illness, and other legally protected situations of unavailability to work.

11. Evaluation criteria and methodology: Pursuant to article 5 of the RJEC, the selection of the doctorate to be contracted will be based on the following evaluation criteria and methodology, which shall be carried out in two phases:

11.1 – First phase: Evaluation of the scientific and curricular path of the candidates, focusing on the relevance, quality, timeliness and suitability of this course to the functions to be performed, according to the following evaluation factors and weightings:

- a) Quality, relevance and up-to-dateness of educational content aimed at school groups, teachers and the public in general, conceived and developed by the candidates in the last 5 years: weighting 30%;
- b) Quality and relevance of the management and science communication activities as well as coordination and organization of dissemination of good practices events carried out by the candidates in the last 5 years: weighting 30%;

c) Quality and relevance of management and coordination activities in science, technology and innovation programs associated with national and international projects, notably linked to ocean literacy, environmental education and social inclusion: weighting 30%;

d) Merit of research activities in Education and Scientific and Technological Literacy, developed by the candidates in the last 5 years, deemed most to have the greatest impact by them: weighting 10%.

11.1.1 Scale of classification: in the evaluation of the scientific and curricular career, each member of the selection jury votes each evaluation factor, for each accepted candidate, on a scale from 1 to 5, taking into account the duties to be performed, subsequently elaborating the ranked list of candidates with their respective classification, relating to the first evaluation phase.

11.1.2. Only the candidates classified in the first 3 places in the first evaluation phase will be invited for an interview, to be held in the 2nd evaluation phase. The invitation will be made by email, with delivery receipt of notification, and sent with at least 5 business days in advance.

11.2 - Second phase: evaluation through interview, exclusively intended to clarify aspects related to the results of research and activity carried out in the disciplinary area of the tender procedure, taking into account its specific requirements, and to evaluate the candidate's competence to perform the duties to be performed. Members of the panel should also take into account their oral skills and fluency in English.

11.2.1. Classification scale: in the evaluation of the interview each member of the jury panel classifies on a scale of 1 to 5 the results of this selection procedure, for each admitted candidate.

11.2.2. Candidates who do not attend the interview will be excluded from the tender procedure, except in case of absolute impossibility of appearance, due to illness duly proven and justified, to be notified to the President of the Jury as soon as possible and within a maximum of 5 working days from the verification of the situation of impossibility.

11.3. Assessment methods: the final evaluation of the 1st phase shall be performed only according to the criterion of evaluation of the scientific and curricular career of the candidates; the final evaluation of the 2nd phase will be performed according to the evaluation of the scientific and curricular career of the candidates conducted in the 1st phase, and with the evaluation of the interview, with a weighting of respectively 90% and 10%, resulting in a final score casted by each jury member to each candidate. Each member of the jury must present the reasoning, in fact and in law, for the votes casted.

12. The final classification system of the candidates is expressed on a scale of 1 to 5 values, valuing up to the hundredths, resulting from the weighted arithmetic mean of the quantitative classifications obtained in each selection method, applicable in each phase. In case of equality of classification in the second phase, tie-breaking criteria will be the classification obtained in the evaluation of the scientific and curricular career.

13. The panel deliberates by means of nominal votes based on the selection criteria adopted and disclosed, with no abstention allowed.

14. Minutes of the panel meetings shall be executed and shall include a summary of all occurrences of said meetings, as well as of all votes casted by the members and respective reasoning, and shall be provided to the candidates whenever requested.

15. After completing the application of the selection criteria, the panel shall prepare an ordered list of approved candidates and respective classification.

16. The panel's final decision shall be approved by the leader of the institution that also decides on the hiring.

17. Formalization of applications:

17.1 - Applications are formalized upon application file, made available at the email address of Associação Oficina Ciência Viva de Tavira, at www.cvtavira.pt, sent to the President of the Board, including identification of this announcement, full name, parent's names, number and date of ID or citizen's card, or civil identification number, tax payer ID number, date and place of birth, marital status, occupation, residence and contact address, including email address and phone number and identification of reference of the tender procedure they are applying for – Ref. **Marine Sciences**.

17.2 - Applications shall include all documents proving the requirements set in 6 and 7 for tender admission, in particular:

- a) Copy of certificate or diploma;
- b) PhD thesis;
- c) Detailed curriculum vitae, in Portuguese or English, structured in accordance with sections 9 and 11 of this announcement;
- d) Other documentation relevant for the evaluation of the qualification in the applicable scientific area;
- e) Other documents demonstrating requirements set in sections 9, 11.1 and, if applicable, section 10 of this announcement.

17.3 - Applicants shall submit their application files and supporting documentation, preferably in digital form, in PDF format, to the email address cmar@cvtavira.pt **indicating the reference of the tender they are applying for**. Alternatively, applications can be delivered in person at Associação Oficina Ciência Viva de Tavira, Convento do Carmo, 8800-311 Tavira, during office hours, or by mail to said address, by registered mail with acknowledgment of receipt, sent until the last day of application deadline, which is hereby set as the period of 30 working days after publication of this Announcement on the websites of Associação Oficina Ciência Viva de Tavira, www.cvtavira.pt, FCT, IP, and in a national newspaper.

18. All candidates who formalize their application incorrectly or who 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.

19. False statement provided by the candidates shall be punished according to the law.

20. Lists of both admitted and excluded candidates as well as the final classification list shall be posted at Associação Oficina Ciência Viva de Tavira, Convento do Carmo, 8800-311 Tavira and published on the website www.cvtavira.pt, and all candidates shall be notified by e-mail with delivery receipt.

21. Preliminary hearing and deadline for final decision: pursuant to article 121 of the Administrative Procedure Code, after notified of the decisions of the panel about this procedure, all candidates have 10 working days to respond to said decisions, pursuant to preliminary hearing rights. The final decisions of the panel shall be pronounced within 90 days from the deadline for submission of applications.

22. The present tender is exclusively destined to fill this specific vacancy and can be terminated at any time until the homologation of the list of final ordering of the candidates, expiring with the respective occupation of said vacancy.

23. Non-discrimination and equal access policy: the Associação Oficina Ciência Viva de Tavira actively promotes a policy of non-discrimination and equal access, and therefore no candidate can be privileged, benefited, impaired or deprived of any right or exemption from any duty owing to their ancestry, age, sex, sexual orientation, marital status, family status, economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and union membership.

24. The panel approved this announcement in the meeting held on 19/07/2018. This announcement was further corrected in relation to the 11.2 and 11.3 subjects in the panel meeting held on the 14/08/2018.

25. Under DL 29/2001 of 3 February, candidates with disabilities shall be preferred in a situation of equal classification, and said preference supersedes any legal preference. Candidates must declare on their honour their respective degree and type of disability, and the means of communication/expression to be used in the selection period on their application form, under the regulations above.

26. Date of publication of this announcement: 30/07/2018. Date of publication of the corrected announcement 15/08/2018.