

**ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE
FOR THE HIRING OF 1 (ONE) DOCTORATE UNDER THE LEGAL REGIME OF SCIENTIFIC
EMPLOYMENT**

Ref. CTTI-27/20 - CEB(1)

1. Doctor Rui Manuel Costa Vieira de Castro, Professor and Rector of Universidade do Minho, in the use of own competence, in accordance with the provisions of subsection d) of section 1 of article 92 of Law no. 62/2007, from 10 September and subsection d) of section 1 of article 37 of the Statutes of the University of Minho, approved by Normative Order no. 13/2017, published in the Diário da República, 2nd series, no. 183, of 21 of September, makes it known that, for a period of fifteen business days from the business day immediately after the date on which this announcement is publicized, an international selection tender is open for recruitment in the form of an uncertain term contract concluded under the Labour Code, of 1 (one) doctoral position for the exercise of scientific research activities in the scientific area of management and leadership in S&T in the scientific areas of biology, microbiology, biotechnology, bioengineering, or other related experimental life sciences, business management and economics, political science and management, for the project projeto IS_MIRRI21 - Implementation & Sustainability of Microbial Resource Research Infrastructure for 21st Century, Ref. 871129, financed by the European Commission, with a view to the development activities as “Executive Diretor” within the research infrastructure MIRRI during the lifetime of IS_MIRRI21 project (max. 36 months) with the follow key responsibilities and accountabilities of the role:

- with the Project Coordinator, assist to administrate the IS_MIRRI21 project including the Management Backoffice;
- prepare decisions, programs and policies for adoption by the General Assembly;
- implement decisions, programs and policies adopted by the General Assembly;
- prepare and submit to the General Assembly proposals for the strategy on the collaboration with other Research Infrastructures;
- prepare the procedures of the establishment connexions between the MIRRI national nodes and the Central Coordination Unit (CCU);
- engage and develop strong linkages with MIRRI Members and potential Members and their ministries, funding agencies, policymakers, stakeholders and other important opinion makers to implement and enlarge MIRRI;
- chair the Interim National Coordinators Forum of MIRRI;
- evaluate aspiring new Country Members or Observers to join MIRRI;
- lead high level interaction with European and international bodies and initiatives such as the EC, ECCO, WFCC, etc.;
- engage MIRRI in collaborations with the Life Sciences ESFRI Research Infrastructures;
- represent MIRRI in the Executive boards of the H2020 cluster projects, such as EOSC-Life, and in various meetings and projects involving Health & Food ESFRI Research Infrastructures, including the ESFRI Life Science (Health & Food) strategy board or the ESFRI forum;
- promote coordination with public relations and dissemination activities of MIRRI.

2. **Applicable Legislation:** This tender shall be governed by the Decree No. 57/2016, of 29th of August, amended by Law No. 57/2017 of 19 July, which approved a regime of hiring of doctorates to stimulate scientific and technological employment in all areas of knowledge (RJEC), by Labour Code, approved Law no. 7/2009, of February 12, under its current version and other applicable laws and regulations.

3. **Place of Work:** The work placement is located in Biological Engineering Centre of the Engineering School, Campus de Gualtar, Braga, Portugal.

4. **Monthly salary:** The remuneration to be attributed, updated by the Decree-Law N.º 10-B/2020, of 20 March, is that provided by the 1st position corresponding to the level 195 of the Scientific Research Career, in exclusive dedication regime.

5. **Eligibility Criteria:** Any national, foreign and stateless candidate(s) who hold a doctoral degree in biology, microbiology, biotechnology, bioengineering, business management and economics, political science and management or other related scientific area and holders of a scientific and professional whose profile is suitable with the indicated can submit their application

5.1. General admission requirements are those defined in point 5. For the purpose of determining the profile appropriate to the activity to be developed, the following requirements are:

- a) Degree completed more than 8 years ago;
- b) Proven experience of at least 5 years in the scientific area of this international selection tender;

- c) Proven to be fluent in spoken and written English.
6. **Formalization of the applications:** The applications are formalized in English through an application addressed to the Rector of the University of Minho, under the terms defined in the attached template.
- 6.1. The application shall be accompanied by documents proving the conditions laid down in points 5 and 10:
- Copy of certificate or degree diploma;
 - Detailed *curriculum vitae* structured according to the items in point 10;
 - Motivation Letter where the action's leadership vision must be included for the job description with a maximum of 3 pages. This letter must also include the provision to sign the declaration of independence and absence of any conflict of interest with the MIRRI research infrastructure;
 - List, separately, 5 most relevant publications in your *Curriculum vitae* including the journal's impact factor, the number of citations in SCOPUS and justify the selection made. Attach PDF copies of selected publications;
 - List, separately, up to 3 representative projects coordinated, or in which you participated, in your *Curriculum vitae* and underline the role of your work, including the level of management carried out in each project;
 - Other relevant documents for the evaluation of the qualification in related scientific area;
 - Any other documents that the applicant considers relevant, namely for the assessment of the information referred to in section 2 of article 5 of the RJEC.
- 6.2. The candidates submit the application and supporting documents, in PDF format, obligatorily, by electronic means, to the address jobs@ceb.uminho.pt, by the deadline for submission of applications defined in this notice, indicating in subject the "Ref. CTTI-27/CEB(1)".
- 6.3. False statements provided by the candidates shall be punished by law.
7. **Members of the Jury:** The selection jury, approved at the meeting of the Scientific Council of 28/02/2020, has the following composition, according to article 13 of the RJEC:
- Chairman: Nelson Manuel Viana da Silva Lima – Professor of the Biological Engineering Centre of Engineering School of the University of Minho
 - Effective Member: Rosa Aznar Novella – Professora of the University of Valencia and Director of the Colección Española de Cultivos Tipo
 - Effective Member: Armando Albino Dias Venâncio – Associate Professor of the Biological Engineering Centre of Engineering School of the University of Minho
 - Substitute Member: José António Couto Teixeira – Professor of the Biological Engineering Centre of Engineering School of the University of Minho
 - Substitute Member: Maria-Helena Bosschaerts – Chair of the MIRRI Assembly of prospective Members, Belgian Science Policy Office (Belspo)
8. **Rules of operation of the Jury:** The jury shall deliberate by means of a nominal vote based on the selection criteria adopted and published, and abstentions shall not be allowed.
- 8.1. The jury meetings will be documented in written minutes, containing a summary of what has taken place, as well as the votes cast by each of the members and their reasons, being provided to the candidates whenever requested.
9. **Admission and exclusion:** Candidates who formalize their application incorrectly or who do not prove the admission requirements required in points 5 and 5.1 are excluded from admission to the competition of this invitation to tender. The jury has the power to require any candidate, in case of doubt, to present documents proving their statements.
- 9.1. The exclusion decision shall be notified to the applicants by email for preliminary hearing to the interested parties.
- 9.2. After the deadline for the exercise of the right of hearing of the interested parties, the jury appreciates the allegations offered and, if it maintains the exclusion decision, notifies the excluded candidates by email with delivery receipt, beginning the application of the selection methods to admitted candidates.
10. **Methods and evaluation criteria:** The selection methods are the Scientific and Curricular Trajectory Assessment (**SCTA**) and an Interview (**INT**) with weights of 90% and 10%, respectively.
- 10.1. The evaluation of the scientific and curricular trajectory focuses on relevance, quality and timeliness:
- Of the scientific and technological production of the last five years considered more relevant by the candidate;
 - From the activities of managing science, technology and innovation programs, or from experience in the observation and monitoring of the scientific and technological system or higher education, in Portugal or abroad;

- c) From applied or practice-based research activities developed over the last five years and considered to be of greatest impact by the candidate;
 - d) The activities of extension and dissemination of knowledge developed in the last five years, namely in the context of the promotion of culture and scientific practices considered by the candidate to be more relevant.
- 10.2. The period of five years referred to in the preceding paragraph may be increased by the jury, at the request of the candidate, when justified on grounds of suspension of scientific activity for socially protected reasons, namely for reasons of parental leave, prolonged serious illness, and other situations of unavailability for work legally protected.
- 10.3. For the Scientific and Curricular Trajectory Assessment (**SCTA**) evaluation the following parameters and evaluation criteria with the respective weights are considered and the final classification of the ASCTA being obtained by the following formula: **STCA = 0.4AQ + 0.15SP + 0.25RMP + 0.2ML**.
- a) **AQ** – Academic Qualifications: including appropriate, or related, educational area, scientific management and leadership activities;
 - SP** – Scientific Production: including scientific production and PhD main supervision;
 - RMP** – Research and Management Projects: including research activities, service provision and scientific cooperation activities;
 - ML** – Motivation Letter: including relevance of the scientific and management path to the profile and personal career goals.
- 10.4. The classification obtained in the Evaluation Parameters is expressed in the numerical scale of 0 to 10 values.
- 10.5. The classification of each candidate is obtained by the average of the classifications of each one of the elements of the jury.
- 10.6. After the Scientific and Curricular Trajectory Assessment, the candidates with a score equal or higher than 7 values (70%) are approved for the Interview.
- 10.7. Candidates with an absolute merit score lower than the one provided in the previous point are considered immediately excluded.
- 10.8. At the 20 minute Interview (**INT**), the following parameters and criteria will be applied, represented in the following formula: **INT = 0.25PAP + 0.25MA + 0.25VL + 0.25CELP**.
- a) **PAP** – Personality and Attitudinal Profile;
 - MA** – Motivation of the Applicant;
 - VL** – Vision of the Leadership;
 - CELP** – Communication and English Language Proficiency.
- 10.9. The interview (**INT**) will be classified in a scale of 0 to 10 values.
- 10.10. The classification of each candidate is obtained by the average of the classifications of each one of the elements of the jury.
11. **Order of candidates:** The order of the candidates must be based on the evaluation made according to the evaluation criteria contained in this announcement.
- 11.1. After completion of the application of the evaluation criteria, the jury will draw up an orderly list of successful candidates with their classification.
 - 11.2. The final classification (**FC**) of the candidates is expressed in the numerical scale of 0 to 10 values, being the classification obtained through the weighted average and represented in the following formula: **FC = 0.9 STCA + 0.1INT**.
12. **Participation of interested parties and decision:** The final ordering project is notified to the candidates, by email with receipt of delivery of the notification, to pronounce for the purpose of preliminary hearing to the interested parties, pursuant to article 121 and following of the Code of Administrative Procedure.
- 12.1. At the hearing of the interested parties, the jury appreciates the allegations offered and approves the final ordering list of the successful candidates. Within 90 days, from the deadline for submission of applications, the final decisions of the jury are given.
 - 12.2. The final decision of the jury is approved by the Rector of the Universidade do Minho that also decides on the hiring.

13. **Publication of results:** The list of admitted and excluded candidates, as well as the final ranking list of the successful candidates are publicized on the University of Minho's website, and the candidates are notified by email with receipt of delivery of the notification.
14. The present tender is exclusively destined to fill the indicated vacancies and may be terminated until the homologation of the final ranking list of candidates and expires with the respective occupation of the jobs on offer.
15. The present announcement was approved by the jury of the tender at its meeting on 03/06/2020, according to the minutes of the meeting approved therein.
16. **Non-discrimination and equal access policy:** The University of Minho actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, beneficiary, disadvantaged or private of any right or exemption from any duty owing, in particular, to ancestry, age, sex, sexual orientation, marital status, family status, economic situation, education, 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 beliefs and trade union membership.
- 16.1. Pursuant to section h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities for men and women in accessing employment and professional advancement, scrupulously any form of discrimination.
17. The selection of the candidates to be hired will be conditional, with the corresponding labour contracts being executed depending on the availability of the budget and corresponding funding under the aforementioned legislation and the regulations and rules established by the Foundation for Science and Technology (FCT).

The Rector, Professor Doctor Rui Vieira de Castro

ANNEX

APPLICATION

Dear Rector of Universidade do Minho

Name (...), birthdate (...), VAT N°. (...), identification card no. (...), address (...), Postal code (...), Mobile Phone no. (...), email address (...), literary abilities (...), hereby requests that you kindly accept my application for the international competition for recruitment in the form of an uncertain term contract under the Labor Code and Decree-Law No. 57/2016 of 29 August, as amended by Law no. 57/2017, of 19 July, of ## doctoral positions in the scientific areas of "###", according to a notice published in the Diário da República no. __, 2nd series, of __/__/__, with Ref. CTTI-27/CEB(1).

Further declares that it agrees to receive by email the communications and notifications resulting from the present selection tender procedure.

Find attached the following documents: xxx

(Place and date)

(Signature)