

#3541

Public Notice - International Selection Procedure

Recruitment of an Assistant Technician without academic degree (employment contract)

FCiências.ID/2021/CENTRA/1

CENTRA-CIÊNCIAS (Ref. UIDB/00099/2020)

FCiências.ID - Associação para a Investigação e Desenvolvimento de Ciências, through its Chairman of the Board of Directors, hereby announces the opening of an international call for the recruitment of **an Assistant Technician**, in the framework of the multiannual funding program contract of the Center for Astrophysics and Gravitation (CENTRA-CIÊNCIAS), base funding (Ref. UIDB/00099/2020), funded by the Portuguese Science and Technology Foundation (FCT), through OE, in the form of an indefinite duration fixed-term employment contract, on exclusive regime, according to the Portuguese Labour Code and complementary legislation.

I - Admission Requirements

Portuguese nationals, foreign and stateless persons may submit applications to this selection procedure, provided they hold the Solidworks certification diplomas of associate and professional and fully comply with the following requirements:

- a) The certification must have been granted within the last two years;
- b) Demonstrated scientific and/or professional experience in mechanical design and cnc machining fabrication techniques;
- c) The candidate must also have experience in PLC programming.

II. Applicable Law

1. Portuguese Labour Code, as approved by Law No. 93/2019, of September 04th, in its current version (CT);
2. Administrative Procedure Code, as published in Decree-Law No. 4/2015, of January 7th, in its current version (CPA).

III. Work Plan

The objectives of the work plan are:

- 1) Perform the adaptation and improvement of the CAD model of the WSS work package of the METIS project in which CENTRA-CIÊNCIAS is participating.
- 2) Carry out the manufacturing feasibility studies and follow-up of the subcontracted construction of the components of the WSS METIS.
- 3) Manufacture some components associated with gauges for the welding of mechanical elements manufactured for the METIS WSS.

The work plan is included in task of the development of the WSS work package of the project METIS of the CENTRA-CIÊNCIAS.

IV. Composition of the Jury

The members of the jury are:

- President – António Amorim – Professor Catedrático da Faculdade de Ciências da Universidade de Lisboa;

- 1st Member of the jury – Paulo Garcia – Professor Associado da Faculdade de Engenharia da Universidade do Porto;
- 2nd Member of the jury – José Figueiredo – Professor Associado da Faculdade de Ciências da Universidade de Lisboa;
- 1st Alternate Member of the jury – André Moitinho – Professor Auxiliar da Faculdade de Ciências da Universidade de Lisboa;
- 2nd Alternate Member of the jury – Paulo Gordo – Investigador convidado da Faculdade de Ciências da Universidade de Lisboa.

V. Place of work

The work will be developed at the facilities of Research Center CENTRA-CIÊNCIAS - Center for Astrophysics and Gravitation, in FCUL, Campo Grande, Lisbon, Portugal.

VI. Contract Duration

The full-time indefinite duration fixed-term employment contract is expected to start on May 2021, and will last until the Work Plan referred to in section III is completed. It will have an expected duration of 6 months, will not exceed the limits set in the CT, including an initial experimental trial period of 30 days.

VII. Monthly Allowance

The gross monthly salary corresponds to 670,00 Euros, plus holiday and Christmas allowances, as well as food allowance in the amount and conditions set out for workers with a legal employment relationship under the Labour Code.

VIII. Evaluation of applications

1. Failure to comply with the Admission Requirements implies the non-admission of candidates in absolute merit.
2. The final classification of candidates is given on a scale of 0 to 100%.
3. Evaluation of the relative merit of candidates, will rely on the following criteria:
 - a) Curriculum Vitae and professional experience - 70%;
 - b) Motivation letter - 30%
 - c) Interview, if deemed necessary by the jury - 30%
4. The jury may decide to interview the 2 best ranked candidates in criteria a) to b) of paragraph 3), for clarifications and improved explanations of curricular elements. If there is an interview, the sum of the classification obtained in the evaluation criteria a) to b) will correspond to 70% of the final classification and the interview will correspond to 30%.
5. The jury shall deliberate by means of a roll-call vote based on the evaluation criteria.
6. Minutes of the jury meetings are drawn up, summarizing all relevant elements considered by jury members, as well as their individual votes and justifications.
7. After completion of the evaluation process, the jury will draw up a ranking of successful candidates with their classifications.
8. Hiring will be decided by the Chairman of the Board of Directors of FCIências.ID, based on the final jury recommendation.

9. The evaluation results will be published on the website of the FCiências.ID (<http://www.fcencias-id.pt/> "Concursos" tab). The candidates will be individually notified of the evaluation results by e-mail sent to the address indicated in the "Personal Data" section of the submitted form.
10. With the notification referred to in paragraph 9, the hearing phase of interested parties referred to in Article 121 et seq. of the CPA will begin, and last for ten working days.
11. The possible pronouncement of the candidate in a prior hearing must be addressed to the President of the jury and submitted in writing to concursos@fcencias-id.pt. The President of the jury will convene a jury's meeting to produce the final decision, within thirty working days.
12. Within five working days of the final jury decision, the Chairman of the Board of Directors of FCiências.ID will approve it and the candidates will be notified.
13. The communication between FCiências.ID (concursos@fcencias-id.pt) and the candidates will be electronic and will comply with the following rules:
 - a) At the time of electronic submission of any document - namely in the case of paragraph no 11 - the candidates must generate proof of "sent message".
 - b) FCiências.ID will send an email message acknowledging documents received to the email address used by the candidates, within two working days.
 - c) In case of absence of a confirmation receipt by FCiências.ID – showing the possibility of technical problems that should neither be the responsibility of the candidate nor FCiências.ID - the candidates should contact FCiências.ID, with the proof referred to in point (a), to ensure delivery and proper receipt of the documents concerned.

IX. Compliance with public policies

1. FCiências.ID actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, disadvantaged or deprived of any right or exempt from any duty due to, inter alia, 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.
2. Under the terms of D.L. No. 29/2001, of February 3, a disabled candidate has a preference in equal classification, which prevails over any other legal preference. Candidates must declare their respective degree of disability, the type of disability and the means of communication / expression to be used in the selection process, under the terms of the above-mentioned diploma.

X. Submission of Applications

1. The present call will be open from the 14th to 27rd of April, 2021.
2. The application and all the required documents may be submitted in Portuguese or English.
3. Applications will be submitted online, through the electronic platform of FCiências.ID (<http://concursos.fcencias-id.pt>).
4. On the electronic platform, applicants will complete a *mandatory* section on Personal Data [name, address, date of birth, contact email, nationality and scientific identifiers] and upload files with the documents listed below:
 - i. Detailed curriculum vitae - *mandatory*;

- ii. A motivation letter clearly demonstrating that the candidate has an adequate profile for the position and fully complies with the Admission Requirements - *mandatory*;
 - iii. Digital copies of documents proving formal academic degrees required to this call and/or other scientific and professional qualifications - original documents must be provided in case of actual recruitment- *mandatory*;
 - iv. Other documents that candidates consider relevant for the assessment of their scientific merit, or to declare the personal situation in the cases covered in section IX-2 of this Notice - *optional*.
5. By decision of the Chairman of the Board of Directors of FCIências.ID, candidates who do not submit the documents identified in paragraph 4 will not be admitted to the call. In case of doubts, the Chairman may also invite candidates to substantiate specific data or statements with official supporting documents, before accepting the candidates' submission.

This Public Note was approved by the jury on the 13th of April 2021.