



PUBLIC NOTICE/0049/2024

**PUBLIC NOTICE FOR AN INTERNATIONAL CALL FOR APPLICATIONS
FOR THE POST OF APPLIED RESEARCH ASSISTANT**

[Portuguese version](#)

Internal Reference: FEP_CEHDR_Community-Engaged HD Research

1. Framework

The Rector of Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil, hereby announces the opening of an international call for applications for one vacancy of applied research assistant to perform duties of assistance to the Project Community-Engaged Human Development Research (CEHDR) (with an exclusivity clause), in the scientific field of Social Sciences and Humanities. The research activities will be carried out at the Research Centre for Human Development (CEDH), integrated at the Faculty of Education and Psychology of Universidade Católica Portuguesa, in Porto, within the framework of the "Community-Engaged Human Development Research: A Collaborative Journey with Local and Global Impact" Project, which is a specific sub-project under the Multiannual Financing Programme Contract for R&D Units 2020-2023 signed between the Fundação para a Ciência e Tecnologia, I.P. (FCT, IP) and the Universidade Católica Portuguesa (UCP). This contract is financed by national funds through FCT - Fundação para a Ciência e a Tecnologia, I.P. (FCT, IP).

The CEHDR Project aims to promote interdisciplinary research focused on promoting the development and well-being of individuals and communities, through active internal and external collaboration. The applied research assistant will carry out the following activities:

1. Logistical and administrative support, execution of activities and events within the scope of the CEHDR Project;
2. Managing information relating to the CEHDR Project;
3. Liaising with integrated researchers and collaborators, mobilizing them to achieve the project's objectives;
4. Communication and dissemination of the Project's research activity and scientific planning (website, social networks and other dedicated platforms).

2. Workplace

The workplace is located at the Porto facilities of Universidade Católica Portuguesa.

3. Remuneration

Gross monthly pay is 1332,02€, plus meal allowance, to which will be added annual leave and Christmas allowances.



4. Admission requirements

Any national, foreign, or stateless candidates who hold a degree in Social Sciences and Humanities or related scientific fields, and who furthermore hold a scientific and professional curriculum vitae whose profile is suited to the activities to be performed, can submit their application. If the degree was awarded by a foreign higher education institution, said degree must comply with the provisions of Portuguese legislation regarding the recognition of foreign degrees. For those purposes, the requirements described in **point no. 9** of this public notice must be considered.

4.1. General requirements

The competition is open to national, foreign and stateless candidates who hold a master's degree in Psychology, in the area of Clinical and Health Psychology.

4.2. Specific requirements

In specific terms, candidates must have:

- Experience in logistical and secretarial support, execution of activities and events within the scope of interdisciplinary projects focused on human development;
- Experience in managing information relating to interdisciplinary projects focused on human development;
- Experience in liaising with researchers;
- Experience in communicating and disseminating the research activity and scientific programming of interdisciplinary projects focused on human development;
- Knowledge of data analysis and systematization tools;
- Excellent level of written and spoken English;
- Excellent communication and interpersonal skills, as well as teamwork;
- Strong organizational, leadership, initiative and time management skills;
- High degree of rigor and sense of responsibility;
- Strong capacity for work, autonomy and responsibility.

5. Assessment criteria

The assessment criteria, based on the requirements listed in point 4, are the following:

- i. Curricular evaluation (50%);
- ii. Previous experience (50%).

If necessary, the candidates ranked in the top positions may be interviewed, with the assessment criteria being the following: Curricular evaluation 30%; previous experience (40%); interview (30%) The selected candidate must obtain a final classification equal to or greater than 15 points (out of 20 points).

6. Tender selection panel

The tender selection panel shall be formed by:

President of the Jury: Prof. Dr. Luísa Mota Ribeiro;

Other members: Prof. Dr. Diana Mesquita; and Prof. Dr. Filipa Sobral.



7. Deliberation and publication

The panel shall deliberate by means of roll-call voting based on the adopted and disclosed selection criteria, with no abstentions allowed. Minutes of panel meetings shall be taken. These shall contain a summary of events, as well as details of the votes cast by each of the members and their respective reasoning. After all selection criteria have been applied, the panel shall prepare a ranked list of approved candidates and their 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 posted at the Porto facilities of Universidade Católica Portuguesa, located at Universidade Católica Portuguesa – Centro Regional do Porto, Rua de Diogo Botelho, 1327, 4169-005 Porto, Portugal and will be published on the website <http://www.porto.ucp.pt>. Candidates will be notified by email once this list has been made available.

8. Preliminary hearing and final decision deadline

After notification of the results, candidates have ten days to respond. In the following five days (counting from the end of the candidates' response period), the panel's final decision is issued.

9. Formal application procedure

Applications are formalized by completing the application form available at <https://hr-ucpporto.inqueritos.porto.ucp.pt/176578?lang=en>.

The applications must be presented in English.

Applications shall include the following documents:

- a) Curriculum vitae;
- b) Certificate of conclusion of the degree with the respective date;
- c) Cover letter, demonstrating the candidate's motivations;
- d) If the degree is issued by foreign higher education institutions, the candidate must submit the Recognition Certificate or proof of the application for recognition pursuant to Portuguese law;

If the degree has been awarded by a non-Portuguese higher education institution, said degree must comply with the provisions of the Portuguese legislation on the recognition of foreign degrees, as set out in Decree-Law no. 66/2018 of August 16th. Entering into a contract with the selected candidate is conditional on the submission of the formal document.

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

10. Application deadline

Candidates may submit their application, pursuant to the terms mentioned in the previous point, **from July 12, 2024 until July 22, 2024 (until 5pm, Continental Portugal time)**.

Candidates who do not comply with the application's prerequisites or who fail to submit proof of meeting the requirements stated in the present public notice shall be excluded from consideration. In case of doubt, the panel is entitled to request that candidates present further documentation attesting to their written statements. Failure to submit the requested clarification, information, or documents, within five working days of being requested to do so, determines the dismissal of the application.



Any false statements made or provided by the candidates are punishable by 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 is processed within the framework of said tender procedure only, and will be treated 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 further information".

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).

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 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/or union membership.

13. Final remarks

The present call for applications is exclusively destined to fill this specific vacancy and can be terminated at any time up to the approval of the final candidate list. The call for applications expires once the vacancy has been filled.

The present call for applications and the contract signed as a result thereof shall only take effect if financing conditions are met.

The present call for applications may be canceled when it is vacant, when any case of force majeure occurs,



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or when other reasons of a budgetary nature, occurring after the opening of the competition, determine it. The selected candidate shall be hired by Universidade Católica Portuguesa as a applied research assistant under an uncertain term contract (contrato a termo incerto) predicted to start on September 1, 2024 with the estimate duration of 12 months (duration of the activities) which will never, under any circumstances, be superior to 48 months.

14. Contacts for further information

Universidade Católica Portuguesa – Centro Regional do Porto, Rua de Diogo Botelho, 1327, 4169-005 Porto, Portugal

Human Resources Department

drh.recrutamento@porto.ucp.pt

