

PUBLIC NOTIFICATION/0069/2022

**ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE FOR THE
HIRING OF A COMMUNICATION AND MARKETING TECHNICIAN**

Internal Reference: POCH-02-5312-FSE-000012_Técnico de Comunicação e Marketing

[Portuguese version](#)

1. Framework

The Rector of the Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil, hereby announces an international selection tender for one vacancy of Communication and Marketing Technician to managing the communication and marketing activity. The activities are to be carried out at Centro de Investigação para o Desenvolvimento Humano – CEDH, integrated at Faculdade de Educação e Psicologia of the Universidade Católica Portuguesa, in Porto, within the framework of the Skills 4 Post-COVID project - Skills for the future in Higher Education (POCH- 02-5312-FSE-000012) financed by the European Social Fund under the Human Capital Operational Programme (Call for Proposals No. POCH-I2-2022-01).

Within the scope of this project, the communication and marketing technician will develop the following activities:

- Strategically plan the communication of the Católica Learning Innovation Lab - CLIL;
- Operationalize the communication plan of the Católica Learning Innovation Lab - CLIL, using all the appropriate tools (press office, digital marketing, advertising, public relations, etc.)
- Production of written content, whether news, brochures, presentations or other relevant documents
- To produce digital content for the interactive platform to be developed in the Católica Learning Innovation Lab - CLIL;
- To support the organisation of the events foreseen in the project;
- To disseminate, in a strategic and targeted way, the valorizable knowledge generated by the Católica Learning Innovation Lab - CLIL;
- To reinforce the establishment of strategic partnerships with community entities;
- To consolidate the integration of the Católica Learning Innovation Lab - CLIL and the academic community, communicating closely with students and teachers.

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2. Workplace

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

3. Remuneration

Gross monthly remuneration to be paid is 1243,49€ euros, plus meal, vacation, and Christmas allowances.

4. Admission requirements

Any national, foreign, and stateless candidate who holds a with a degree in Communication, Marketing or related scientific fields, and a scientific and professional curriculum whose profile is suited for the activities to be performed, can submit their application. In the event the 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 no9** of this notice must be considered.

4.1 General and Specific Requirements

The general requirements for admission are defined in point 4. Specifically, candidates should have

- Experience in the area of marketing and communication, being valued previous experience in educational institutions, particularly in higher education institutions.
- Excellent communication, interpersonal and teamwork skills.
- Strong organisational, leadership, initiative and time management skills
- High degree of rigour and sense of responsibility
- Strong capacity for work, autonomy and responsibility
- Excellent level of written and spoken English.

5. Evaluation criteria

The selection methods, based on the requirements listed in point 4, will be the following: i) curricular evaluation (50%); ii) previous experience (50%). If necessary the best candidates will be interviewed and the weighing will then be the following: i) curricular evaluation (35%); ii) previous experience (50%); and iii) selection interview (15%).

The applications which do not meet the admission requirements of point 4 will be excluded.

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6. Tender Selection Panel

Pursuant to article 13 of RJEC, the tender selection panel shall be formed by:

President of the Jury: Prof. Dr. Diana Soares;

Other members: Prof. Dr. Paulo Dias; Dr. Cristina Moreira

7. Deliberation

The panel shall deliberate by means of a roll-call vote under the adopted and disclosed selection criteria, with 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 posted at the Oporto facilities of Universidade Católica Portuguesa, located at Rua de Diogo Botelho, 1327, 4169-005 Porto, Portugal and will be announced on the website <https://www.fep.cedh.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, all candidates have 10 days to respond. The panel's final decisions are pronounced within the next 5 working days, after the 10 work-day response period.

9. Application formalization

Applications are formalized by completing the [application form](https://inqueritos.porto.ucp.pt/hr/index.php?r=survey/index&sid=659218&lang=en) available at <https://inqueritos.porto.ucp.pt/hr/index.php?r=survey/index&sid=659218&lang=en> Applications are to be submitted in English.

Applications shall include the following documents:

- a) Curriculum vitae;
- b) Graduation certificate with date of admission to the degree;
- c) Presentation letter, in which the applicant's motivations are demonstrated
- d) If the bachelor's degree was awarded by foreign higher education institutions, the candidate must submit the Graduation Recognition Certificate or the proof of the application for recognition according to the Portuguese legislation.

If the bachelor'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-

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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

Candidates may submit their applications in the terms mentioned in the previous point, from August 24th 2022 until September 4th, 2022 (until 5 pm Lisbon time).

Candidates who do not comply with the application's prerequisites or who fail to prove the eligibility requirements imposed by this tender shall be excluded. In case of doubt, the panel is entitled to request that candidates present further documentation supporting their statements. Failure to submit clarifications, information or documents that are requested, within 5 working days, determines the dismissal of the application.

False statements 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 clarification".

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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 union membership.

13. Final remarks:

This tender is exclusively destined to fill this specific vacancy and can be terminated at any time until approval of final candidate list, expiring with the respective occupation of said vacancy.

This invitation to tender and the contract concluded as a result of it will only take effect if FCT's financing conditions are fulfilled.

This tender procedure can be canceled when it is vacant; when any case of force majeure occurs; or when other reasons of a budgetary nature, occurring after the opening of the competition, determine it.

The selected candidate will be hired by Universidade Católica Portuguesa as a Communication and Marketing Technician under an uncertain term contract (contrato a termo incerto), predicted to start on the October 1st 2022 with the estimate duration of 10 months (duration of the activities) which will never, under any circumstances, be superior to 72 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

Lisbon, August 11, 2022

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