

**PUBLIC NOTICE/003/2023**

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

[Portuguese version](#)

**Internal Reference:** VIIAFOOD\_Marketing and Communication Technician

**1. Framework**

The Rector of Universidade Católica Portuguesa, Prof. Dr. Isabel Capeloa Gil, hereby announces an international selection tender for one vacancy of Marketing and Communication Technician, to manage all the communication activity of the HNL – Human Neurobehavioral Laboratory, within the framework of the project "VIIAFOOD – A Platform for Valorization, Industrialization and Commercial Innovation for AgroFood in its component 5 – Capitalization and Business Innovation, under the Regulation of the Incentive System “Agendas for Business Innovation” and Invitation Notice no. 02/ C05-i01/2022". This activity will be carried out at the HNL integrated into the CEDH – Research Centre for Human Development at the Faculty of Education and Psychology of the Universidade Católica Portuguesa, in Porto, financed by the Recovery and Resilience Program (PRR).

The main objective of the VIIAFOOD project is to develop food products tailored to the population over 65 years old, fully adapted to the taste, color, and texture of preserved foods while respecting this population's traditional preferences and habits. The development of new products for the project will be guided by the characterization of the cognitive and emotional experiences of the target population through Neuroscience approaches. Additionally, this project will have a strong dimension of communication and dissemination.

The selected candidate must develop activities such as:

- Strategically plan the communication of HNL and the VIIAFOOD project;
- Operationalize the communication plan for the HNL and the VIIAFOOD project, using all the appropriate tools (press office, digital marketing, publicity, public relations, etc.);
- Production of written content, whether news, brochures, presentations, or other relevant documents;
- Production of digital content for HNL and the VIIAFOOD project;
- Support the realization of the events foreseen in the VIIAFOOD project;

- Disseminate, in a strategic and targeted way, the valuable knowledge generated by HNL and the VIIAFOOD project.

## 2. Workplace

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

## 3. Remuneration

Gross monthly remuneration to be paid is 1.280,79 euros, plus meal, vacation, and Christmas allowances.

## 4. Admission requirements

Any national, foreign, and stateless candidates who hold a master's degree in the area of Communication, Marketing, or related scientific areas, and a scientific and professional curriculum whose profile is suited for the activities to be performed, can submit an application.

In the event the master 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 no. 9** of this notice must be considered.

### 4. 1. General and Specific Requirements

The general admission requirements are those defined in point 4 above. Regarding the specific terms, candidates must have the following characteristics:

- Experience in the field of marketing and communication, prior experience in educational institutions being valued, particularly in higher education institutions;
- Excellent communication skills, interpersonal skills, and teamwork;

Strong organizational skills, leadership, and initiative skills, as well as time management skills;

- High degree of rigor and sense of responsibility;
- Strong work, autonomy, and responsibility skills;
- Proficiency of written and spoken Portuguese, English, and Spanish.

## 5. Selection process

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 (25%); ii) previous experience (25%); and iii) selection interview (50%).

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

## 6. Tender selection panel

President of the Jury: Prof. Dr. Patrícia Oliveira-Silva.

Other members: Dr. Alexandra Carvalho Vieira and Prof. Dr. Alexandra Ferreira Valente.

## 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 Porto facilities of Universidade Católica Portuguesa, located at Rua de Diogo Botelho, 1327, 4169-005 Porto, 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 days, after the 10-day response period.

## 9. Application formalization

Applications must be sent by email to: [drh.recrutamento.porto@ucp.pt](mailto:drh.recrutamento.porto@ucp.pt), identifying in the subject of the email "Application to the competition with the reference "VIAAFOOD\_Técnico de Marketing e Comunicação".

Applications must be submitted in English.

Applications shall include the following documents:

- a) Curriculum vitae;
- b) Master Degree certificate with date of admission to the degree;
- c) Cover letter, demonstrating the candidate's motivations;



- d) If the Master Degree is issued by foreign higher education institutions, the candidate must submit the M.Sc. Recognition Certificate or proof of the application for recognition in accordance with Portuguese law.

If the Master 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-Law no. 66/2018 of August 16<sup>th</sup>. 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 February 17<sup>th</sup>, 2023, until February 27<sup>th</sup>, 2023 (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 fulfilment, 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 analyse and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfilment 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](mailto: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".

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 financing conditions are fulfilled.

This tender procedure can be cancelled 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 an Applied Research Assistant under an uncertain term contract (contrato a termo incerto), starting on April 1<sup>st</sup>, 2023, with an expected duration of 33 months.



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#### 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](mailto:drh.recrutamento.porto@ucp.pt)