



**PUBLIC NOTICE/0037/2023**

**PUBLIC NOTICE FOR AN INTERNATIONAL CALL FOR APPLICATIONS  
FOR THE POST OF COMMUNICATION AND MARKETING TECHNICIAN**

[Portuguese version](#)

**Internal Reference:** POCH-02-5312-FSE-000026\_Técnico de Comunicação e Marketing

### 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 communications and marketing officer to perform duties of communications and marketing management (with an exclusivity clause), in the scientific field of communication and marketing. 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 Project Católica In! Inovar para Incluir| 2. 7 Skills 4 Pós-COVID - Competências para o futuro no Ensino Superior, financiado pelo Fundo Social Europeu no âmbito do Programa Operacional Capital Humano (referência POCH-02-5312-FSE-000026) .

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

- Strategically plan and implement the internal and external communication plan of the Católica In! Project;
- Develop written content, be it news, brochures, presentations or other relevant documents;
- Develop the digital content necessary for the execution of the actions foreseen in the project;
- Support the realization of the events foreseen in the project;
- Support project management.

### 2. Workplace

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

### 3. Remuneration

Gross monthly pay is 1280,79, 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 Communication and Marketing 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

##### Specific Requirements

Specifically, candidates must have:

- 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 spirit, initiative and time management.
- High degree of rigor and sense of responsibility.
- Strong capacity for work, autonomy and responsibility.
- Proficiency of written and spoken English.

#### 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 35%; previous experience (50%); interview (15%).

#### 6. Tender Selection Panel

The tender selection panel shall be formed by:

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

Other members: Prof. Dr. Armanda Gonçalves; Prof. Dr. Diana Seabra.

#### 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

Cofinanciado por:





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 <https://www.fep.cedh.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 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 POCH-02-5312-FSE-000026 Técnico de Comunicação e Marketing".

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 April 21, 2023 until May 1, 2023** (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.

Cofinanciado por:





## 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](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/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.





UNIVERSIDADE  
CATÓLICA  
PORTUGUESA

REITORIA

The present call for applications may 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 shall be hired by Universidade Católica Portuguesa as a communications and marketing officer under an uncertain term contract (contrato a termo incerto) predicted to start on June 1, 2023 with the estimate duration of 5.5 months (duration of the activities) which will never, under any circumstances, be superior to 12 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](mailto:drh.recrutamento.porto@ucp.pt)

Cofinanciado por:



UNIÃO EUROPEIA  
Fundo Social Europeu