

## RECRUITMENT AND SELECTION PROCESS

[Portuguese version](#)

**Função:** Education Science Specialist

**Internal Reference:** FEP/Ciências da Educação

### 1. Framework

The Universidade Católica Portuguesa – Porto Regional Center is in the process of recruiting a collaborator in the scientific area of Education Sciences and related areas, to work at the Católica Learning Innovation Lab - CLIL, UCP's Pedagogical Innovation Laboratory, integrated into the Faculty of Education and Psychology, Porto.

The competition is open within the scope of the TRAINING4RESILIENCE project, funded by the European Union (NextGenerationEU), Impulso Jovens STEAM, and Impulso Adultos, within the scope of the Recovery and Resilience Program (PRR).

### 2. Main activities to be carried out:

- Supporting the regular activities of the Católica Learning Innovation Lab - CLIL, in its planning, management, implementation and evaluation;
- Organization and dynamization of pedagogical development workshops;
- Scientific and logistical support for learning and practice communities;
- Preparation of training references and other pedagogical resources;
- Managing internal and external communication;
- Organizing and running scientific events;
- Writing technical reports

### 2. Admission requirements

- a) PhD or Master's degree in Education Sciences or related scientific areas. If the academic qualifications correspond to a master's degree, proven professional experience in functions similar to those described in this recruitment notice will be required;
- b) Demonstration of a professional career in the scientific and operational area of the competition;
- c) Experience in educational intervention projects, in the areas of pedagogical and curricular innovation, particularly in the context of higher education;
- d) Experience in the development and dynamization of pedagogical training and teacher professional development initiatives;

- e) Experience in project management;
- f) Excellent interpersonal and teamwork skills;
- g) Ability to communicate orally and in writing to multiple audiences;
- h) Excellent command of the English language, both spoken and written;
- i) Proficiency in computer and technological tools (e.g. Office 365).

### **3. Remuneration**

The gross monthly salary is 2,153.94 euros plus meal allowance. To these amounts are added the annual vacation and Christmas allowances.

### **4. Workplace**

The workplace is located on the Portuguese Catholic University in Porto.

### **5. Selection Process**

The selection methods to be used will be as follows: i) curriculum evaluation (50%); ii) previous experience (50%). If necessary, the 3 best-placed candidates may be interviewed, in which case the weighting will be curricular assessment (35%); ii) previous experience (40%) and selection interview (25%).

Applications that do not meet the requirements mentioned in point 3 will be excluded.

The final ranking of candidates is expressed from 0 to 100. The successful candidate must obtain a final score of 80 points or more. The value is calculated taking into account the requirements and selection process presented above. Only activity relevant to the area of the competition will be considered.

### **6. Form of publication/notification of results:**

The final results of the assessment, after the application of the selection criteria has been completed, will be published using a ranked list of successful candidates in order of the candidates' ranking. The ranking list of eligible candidates will be displayed at the premises of the Portuguese Catholic University in Porto, located at Rua de Diogo Botelho, 1327, 4169-005 Porto - Portugal, with each candidate being notified of their position on the ranking list by email. In this email, the reference will be identified as it is in the posted ranking list. Ineligible candidates will be notified by email, explaining the missing eligibility elements

### **7. Application formalization**

Applications are formalized by filling in the available application form:

<https://hr-ucpporto.inqueritos.porto.ucp.pt/711232?lang=en>

The application must be accompanied by the following documents

- a) Curriculum vitae;
- b) Certificate of qualifications;
- c) Other certificates;
- d) Cover letter, showing the candidate's motivations, including references;
- e) If the certificate was awarded by foreign higher education institutions, the candidate must submit the Certificate of Recognition or proof of the request for recognition in accordance with Portuguese legislation.

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>.

**8. Application deadline:** Candidates must submit their application in accordance with the terms mentioned in the previous point, from 15/11/2023 until 24/11/2023 (until 16:00 Lisbon time).

Candidates who complete their application incorrectly or who fail to meet the requirements of this competition will be excluded from admission to the competition.

False statements made by candidates will be punished in accordance with the law.

## 9. 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).

#### **10. 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.

#### **11. Final remarks**

This competition is intended exclusively to fill the vacancy indicated and will expire when the job on offer is filled.

This competition may be annulled if it is deserted, if there is a case of force majeure, or if budgetary reasons supervening on the opening of the competition so determine.

#### **12. Contacts for clarification**

Universidade Católica Portuguesa – Centro Regional do Porto

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Direção de Recursos Humanos

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