

**ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL
SELECTION TENDER PROCEDURE FOR DOCTORATE HIRING
PURSUANT TO ARTICLE 23 OF DECREE-LAW Nº 57/2016, OF AUGUST
29th, AS AMENDED BY LAW Nº 57/2017, OF JULY 19th**

1. The meeting of the Board of Exploratório – Centro Ciência Viva de Coimbra, Portugal, on 5 of June 2018 deliberated the opening of an international selection tender for a doctorate vacancy to exercise the duties of activities in Communication and Management of Science and Technology in the scientific area of Biology, with an undefined work contract regime under the Portuguese Labour Code, to:

- a)** promote activities programs that effectively contribute to raise interest in the promotion and awareness of science and technology of different publics of the Exploratório – Centro Ciência Viva de Coimbra, Portugal;
- b)** produce educational and scientific contents for activities developed at the Exploratório – Centro Ciência Viva de Coimbra, Portugal;
- c)** develop and implement activities programs specially though for family audiences, taking in consideration the different motivations and competences of the family members with different members with different age ranges;
- d)** coordinate, manage and train teams for the development of activities of promotion and awareness of science in informal contexts;
- e)** plan and develop science activities that promote children's books, in particular those included in the Portuguese National Reading Plan, aiming the promotion of reading and scientific literacy;
- f)** establish partnerships with other national and international institutions to develop new projects and activities.

2. Applicable Legislation: Decree-Law nº 57/2016 of August 29th, as amended by Law nº 57/2017, of July 19th, which approved the doctorate hiring regime to stimulate scientific and technological employment in all areas of the knowledge (RJE) and Regulatory Decree nº 11-A/2017, of December 29th and Labour Code approved by Law nº 7/2009, of February 12th, under its current reading.

3. The present tender procedure is open pursuant to nº 1 of article 23 of the RJE for the performance of jobs performed by grantees with a doctorate degree fulfilling the eligibility criteria established in the said article, in accordance with the grant with the reference SFRH/BPD/101370/2014.

4. Pursuant to article 13 of the RJE the jury of the competition is composed as follows:

President: Paulo Renato Pereira Trincão, Research-Coordinator of the Interdisciplinary Research Institute of the University of Coimbra with Aggregation in Communication and Dissimination of Science and President of the Board of Exploratório - Ciência Viva Science Center of Coimbra, Portugal;

1st member: Carlos Manuel Marques Palmeira, Full Professor of the Life Sciences Department of the Faculty of Science and Technology of the University of Coimbra, Portugal;

2nd member: Amadeu Mortágua Velho da Maia Soares, Full Professor of the Biology Department of the University of Aveiro, Portugal.

5. Workplace shall be Exploratório – Centro Ciência Viva de Coimbra, Portugal, Rotunda das Lages, Parque Verde do Mondego, 3040 – 255 Coimbra, Portugal.

6. Monthly remuneration to be paid is that set by nº 1 of article 15 of the RJEC and in article 5 of Regulatory Decree nº 11-A/2017, of December 29th and the initial remuneration level to be applied is based on the level 33 of the Single Salary Table, approved by the Administrative Rule nº 1553-C/2008, of December 31st, without prejudice to the provisions of the paragraph 3 of said article.

7. Applicants can be any national, foreign and stateless candidate(s) with a doctoral degree in Biology, who are holders of a scientific and professional curriculum that shows a profile suited to the activity to be performed. If the doctorate degree has been awarded by a foreign higher education institution, said degree must comply with the provisions of Decree-Law nº 341/2007 of October 12th, and any formalities established therein must be complied with at the application deadline.

8. General tender admission requirements are those set in the previous section, and the scientific and professional curriculum of the candidates must show the following profile:

- a)** minimum experience of five years in the development of programs of activities for the promotion and dissemination of science to the different audiences, with a particular focus on family audience;
- b)** minimum experience of five years in project management and team coordination in the area of science communication;
- c)** experience in the development of activities to promote children's literature in the context of promoting scientific literacy;
- d)** experience in the orientation of doctoral and post-doctoral research work in the area of science communication;
- e)** fluency of Portuguese and English spoken and written.

9. Pursuant to article 5 of the RJEC, the selection is made based on the evaluation of the scientific and curricular career of the candidate.

10. The evaluation of the scientific and curricular career focuses on relevance, quality and up-to-dateness of:

- a)** scientific, technological, cultural or artistic production in the last five years, deemed most relevant by the candidate;
- b)** research activities, applied or practice-based, developed over the last five years, deemed most impactful by the candidate;
- c)** knowledge extension and dissemination activities developed in the last five years, namely under the scope of the promotion of culture and scientific practices, deemed most relevant by the candidate;
- d)** activities of management of science, technology and innovation programs, or the experience in observing and monitoring the scientific and technological system or higher education, in Portugal or abroad.

11. The five-year period mentioned in the preceding paragraph can be extended by the panel, at the request of the candidate, whenever the suspension of scientific activities is reasoned by socially protected grounds, like parental leave, long-term serious illness, and other legally protected situations of unavailability to work.

12. Evaluation criteria and methodology: Pursuant to article 5 of the RJEC, the selection of the doctorate to be contracted will be based on the following evaluation criteria and methodology, which shall be carried out in two phases:

12.1. First phase: Evaluation of the scientific and curricular path of the candidates, focusing on the relevance, quality, timeliness and suitability of this course to the functions to be performed, according to the following evaluation factors and weightings:

- a)** activities of coordination and management of projects and teams in the last five years developed in the scientific area of Biology in contexts of Communication and Promotion of Science. Weighting: 35%
- b)** programs of activities of science communication and dissemination of science for different audiences in an informal context, conceived, organized and developed by the candidate in the last five years. Weighting: 30%
- c)** orientation of scientific research in the area of Communication and Promotion of Science. Weighting: 20%
- d)** projects in partnerships with national and international institutions to develop programs and activities to promote science. Weighting: 15%

12.1.1 Scale of classification: In the evaluation of the scientific and curricular career, each member of the selection jury votes each evaluation factor, for each accepted candidate, on a scale from 1 to 5, taking into account the duties to be performed, subsequently elaborating the ranked list of candidates with their respective classification, relating to the first evaluation phase.

12.1.2. Only the candidates classified in the first three places in the first evaluation phase will be invited for an interview, to be held in the second evaluation phase. The invitation will be made by email, with delivery receipt of notification, and sent with at least five business days in advance.

12.2. Second phase: Evaluation through interview, exclusively intended to clarify aspects related to the results of research and activity carried out in the disciplinary area of the tender procedure, taking into account its specific requirements, and to evaluate the candidate's competence to perform the duties to be performed. Members of the panel should also take into account their oral skills and fluency in English.

12.2.1. Classification scale: In the evaluation of the interview each member of the jury panel classifies on a scale of 1 to 5 the results of this selection procedure, for each admitted candidate.

12.2.2. Candidates who do not attend the interview will be excluded from the tender procedure, except in case of absolute impossibility of appearance, due to illness duly

proven and justified, to be notified to the President of the Jury as soon as possible and within a maximum of five working days from the verification of the situation of impossibility.

12.3. Assessment methods: the final evaluation of the first phase shall be performed only according to the criterion of evaluation of the scientific and curricular career of the candidates; the final evaluation of the second phase will be performed according to the evaluation of the scientific and curricular career of the candidates conducted in the first phase, and with the evaluation of the interview, with a weighting of respectively 90% and 10%, resulting in a final score casted by each jury member to each candidate. Each member of the jury must present the reasoning, in fact and in law, for the votes casted.

13. The final classification system of the candidates is expressed on a scale of 1 to 5 values, valuing up to the hundredths, as a result of the weighted arithmetic mean of the quantitative classifications obtained in each selection method, applicable in each phase. In case of equality of classification in the second phase, tie-breaking criteria will be the classification obtained in the evaluation of the scientific and curricular career.

14. The panel deliberates by means of nominal votes based on the selection criteria adopted and disclosed, with no abstention allowed.

15. Minutes of the panel meetings shall be executed and shall include a summary of all occurrences of said meetings, as well as of all votes casted by the members and respective reasoning, and shall be provided to the candidates whenever requested.

16. After completing the application of the selection criteria, the panel shall prepare an ordered list of approved candidates and respective classification.

17. The panel's final decision shall be approved by the leader of the institution that also decides on the hiring.

18. Formalization of applications:

18.1. Applications are formalized by sending a presentation letter addressed to the President of the Board of Exploratório – Centro Ciência Viva de Coimbra, Portugal, including identification of this announcement, full name, parent's names, number and date of ID or citizen's card, or civil identification number, tax payer ID number, date and place of birth, marital status, occupation, residence and contact address, including email address and phone number and identification of reference of the tender procedure they are applying for – Exploratório 1.

18.2. Applications shall include all documents proving the requirements set in 7 and 8 for tender admission, in particular:

- a)** copy of certificate or diploma;
- b)** PhD thesis;
- c)** detailed curriculum vitae, in Portuguese or English, structured in accordance with sections 10 and 12 of this announcement;

- d) other documentation relevant for the evaluation of the qualification in the applicable scientific area;
- e) other documents demonstrating requirements set in sections 10, 12.1 and, if applicable, section 11 of this announcement.

18.3. Applicants shall submit their application files and supporting documentation, preferably in digital form, in PDF format, to the email address geral@exploratorio.pt, indicating the reference of the tender procedure they are applying for. Alternatively, applications can be delivered in person at Exploratório – Centro Ciência Viva de Coimbra, Rotunda das Lages, Parque Verde do Mondego, 3040-255 Coimbra, Portugal, during office hours, or by mail to said address, by registered mail with acknowledgment of receipt, sent until the last day of application deadline, which is hereby set as the period of 30 working days after publication of this Announcement on the websites of Exploratório – Centro Ciência Viva de Coimbra, www.exploratorio.pt, FCT, IP, and in a national newspaper.

19. All candidates who formalize their application incorrectly or who fail to prove the requirements imposed by this tender are excluded from admission. In case of doubt, the panel is entitled to request any candidate to present further documentation supporting their statements.

20. False statement provided by the candidates shall be punished according to the law.

21. Lists of both admitted and excluded candidates as well as the final classification list shall be posted at Exploratório – Centro Ciência Viva de Coimbra, Rotunda das Lages, Parque Verde do Mondego, 3040-255 Coimbra, Portugal, and published on the website www.exploratorio.pt, and all candidates shall be notified by e-mail with delivery receipt.

22. Preliminary hearing and deadline for final decision: Pursuant to article 121 of the Administrative Procedure Code, after notified of the decisions of the panel about this procedure, all candidates have 10 working days to respond to said decisions, pursuant to preliminary hearing rights. The final decisions of the panel shall be pronounced within 90 days from the deadline for submission of applications.

23. The present tender is exclusively destined to fill this specific vacancy and can be terminated at any time until the homologation of the list of final ordering of the candidates, expiring with the respective occupation of said vacancy.

24. Non-discrimination and equal access policy: Exploratório – Centro Ciência Viva de Coimbra, actively promotes a policy of non-discrimination and equal access, and therefore no candidate can be privileged, benefited, impaired or deprived of any right or exemption from any duty owing to their ancestry, age, sex, sexual orientation, marital status, family status, economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and union membership.

25. The panel approved this announcement in the meeting held on 16th of August, 2018.

26. Under Decree-Law nº 29/2001 of February 3rd, candidates with disabilities shall be preferred in a situation of equal classification, and said preference supersedes any legal preference. Candidates must declare on their honor their respective degree and type of disability, and the means of communication/expression to be used in the selection period on their application form, under the regulations above.

27. Date of publication of this notice: 21st of August, 2018.