

University of Lisbon
Institute of Social and Political Sciences

PUBLIC NOTICE

Opening of an International Selection Procedure for an Assistant Researcher, in the Scientific Area of Social Sciences, at the Centre of Public Administration and Public Policies

Preamble

In light of the favourable opinion of the Management Board of the Institute of Social and Political Sciences of the University of Lisbon (ISCSP-ULisboa), at its meeting of April 28th 2022, in the use of the delegated power under subparagraph e) of the Rector Order No. 11991/2021, published on Diário da República, 2nd series, No. 235, of December 6th 2021, ISCSP-ULisboa opens an international selection procedure for an Assistant Researcher, in the scientific area of Social Sciences, subareas of Political Science, Public Administration, Public Policies or Social Policy, under the terms of article 10 and followings of Decree-Law No. 57/2016, of August 29th, as currently redacted, under a contract of employment in public functions for a fixed term, for the exercise of research activities at the Centre of Public Administration and Public Policies (CAPP) of ISCSP-ULisboa.

The opening of the present selection procedure follows the signature, on January 10th 2020, of the Program Contract FCT/2283/17/03/2020/S, in accordance with No. 1 of article 45.º of Decree-Law No. 63/2019, of May 16th, in conjunction with the Regulation for the Evaluation and Pluriannual Financing of R&D Units, No. 503/2017, of September 26th, within the Programmatic Funding assigned to CAPP by the Evaluation Process of R&D Units 2017/2018 of the Foundation for Science and Technology (FCT), with the reference UIDP/00713/2020.

The position is available for a period of 20 working days from the day immediately after publication in Diário da República.

Concerning the Work Plan, the Assistant Researcher shall perform scientific activities within CAPP's Research Groups or Research Lines, namely by participating in the conception, development and execution of research and development projects; by elaborating scientific reports; by producing and supporting the production of scientific papers in international journals; by collaborating in teaching activities within ISCSP-ULisboa, under the terms of subparagraph e) of article 7.º of Decree-Law No. 57/2016, of August 29th, as currently redacted.

1. Applicable Legislation:

- 1.1 Decree-Law no. 57/2016, of August 29th, which establishes a system for hiring doctoral candidates designed to encourage employment in the fields of scientific and technology in all areas of knowledge (RJEC), as amended by Law No. 57/2017, of July 19th, taking into account the provisions of Regulatory Decree No. 11-A/2017, of December 29th;
- 1.2 General Labour Law in Public Functions (LTFP), approved in annex to Law No. 35/2014, of June 20th, and subsequent amendments;
- 1.3 Annex I to Decree-Law No. 124/99, of April 20th.

2. **Jury Composition:** In accordance with article 13 of the RJEC, the jury of the selection procedure is composed as follows:
 - President: Full Professor Sónia Margarida Pedro Sebastião, President of the Executive Board of CAPP, Institute of Social and Political Sciences of the University of Lisbon;
 - Member: Associate Professor Romana do Carmo Lança Xerez, Vice-President of Institute of Social and Political Sciences of the University of Lisbon;
 - Member: Associate Professor Pedro Miguel Moreira da Fonseca, Vice-President of CAPP, Institute of Social and Political Sciences of the University of Lisbon;
 - Alternate Member: Associate Professor Sandra Maria Rodrigues Balão, Vice-President of CAPP, Institute of Social and Political Sciences of the University of Lisbon;
 - Alternate Member: Assistant Professor Pedro Gomes Rodrigues, Institute of Social and Political Sciences of the University of Lisbon.
3. **Workplace:** Institute of Social and Political Sciences, located at Rua Almerindo Lessa, Campus Universitário da Ajuda, 1300-663 Lisboa, Portugal.
4. **Monthly Remuneration:** The base salary of the Assistant Researcher category, on an exclusive dedication basis, without qualification or aggregation, is calculated in accordance with Annex No. 1 of Decree-Law No. 124/99, of April 20th, corresponding to € 3 230,21 (three thousand two hundred and thirty euros and twenty-one cents), corresponding to the 1st level, index 195.
5. **Termination of the Selection Procedure:** The procedure ceases with the filling of the vacancy object of this public notice; when it cannot be filled due to the lack of candidates or admissible candidates; or in the event of a subsequent change in circumstances, duly substantiated.
6. **Contract Term:**
 - 6.1 The contract is made in the form of a contract of employment in public functions for a fixed term, under the terms of LTFP, for a period of three years, unless, and without prejudice to other causes of termination or extinction legally provided for, the scientific body of the contracting institution proposes to terminate it on the basis of an unfavourable evaluation of the work carried out by the researcher, carried out under the terms of the current regulation in the contracting institution, which must be communicated to the interested party up to 90 days before the end of the contract;
 - 6.2 The maximum duration of the contract, including its renovation, relies entirely on the validity of the Program Contract FCT/2284/17/03/2020/S, and cannot exceed its duration.
7. **Admission requirements:** To the position may apply national candidates, as well foreigners and stateless candidates, holding a PhD Degree in the scientific area of Social Sciences, subareas of Political Science, Public Administration, Public Policies or Social Policy and that are holders of a scientific and professional curriculum that reveals a suitable profile to the activity to be developed.
8. **Formalisation of applications:**
 - 8.1 The applications shall be submitted using the application form, available at the website of ISCSP-ULisboa (www.iscsp.ulisboa.pt), dully addressed to the President of ISCSP-ULisboa, mentioning the identification of the present notice, full name, number and date of identity card, or civil identification number, tax identification number, date and place of birth, profession, residence and contact address, including e-mail address and telephone contact.
 - 8.2 In the application form, the candidate must indicate his/her consent so that communications and notifications in the context of this selection procedure may be made by e-mail, to the electronic address indicated in the application.

- 8.3 The application shall be accompanied by documents proving the conditions laid down in point 7 for admission to this selection procedure, in particular:
- i. Copy of the Certificate or Diploma of PhD conclusion. The equivalence, recognition or registration of the Doctor degree must be obtained by the expiration of the term granted for the conclusion of the contract, if the candidate ordained in an eligible place has obtained a doctorate abroad;
 - ii. Detailed *Curriculum vitae*, identifying the individual contribution for each publication and the role played in hypothetical financed projects;
 - iii. A copy of two publications representative of the curricular course.
- 8.4 The application shall be instructed with the following documents:
- i. A presentation letter, in Portuguese or English, describing the present research interests and how they are incorporated within CAPP's mission and objectives (maximum 1 000 words);
 - ii. At least one letter of recommendation;
 - iii. A work plan proposal, in Portuguese or English (maximum 3 000 words), that must include all the items indicated in the guidelines laid down in Annex I.
- 8.5 The candidates should send the documents referred to in 8.1, 8.3 and 8.4, in PDF format, to the e-mail address recrutamento@iscsp.ulisboa.pt, issued up to the last day of the selection procedure opening date, after publication of this Notice in Diário da República, on the Public Employment Exchange (BEP) and the websites of ISCSP-ULisboa and FCT, in Portuguese and English.
- 8.6 Any candidate may, based on the impossibility or technical difficulty in sending by e-mail any of the documents referred to in 8.1, 8.3 and 8.4, deliver them in physical form, respecting the deadline mentioned above, by registered mail with notice of receipt to the postal address Instituto Superior de Ciências Sociais e Políticas, Campus Universitário da Ajuda, 1300-663 Lisboa, dirigido à Área Administrativa e Financeira – Núcleo de Recursos Humanos, or by hand in Serviço de Expediente of ISCSP-ULisboa. If the candidate's justification for submitting documents in physical form are not accepted, the President of the Jury shall grant the candidate an additional 5 working days to submit them in digital format.
- 8.7 The application and documentation may be submitted in Portuguese or English. The selected candidates to interview must demonstrate their written and spoken domain of both Portuguese and English languages.
- 9. Exclusion of Candidates:** By decision of the President of ISCSP-ULisboa, candidates who do not comply with the provisions of section 8 shall not be admitted to the selection procedure, and candidates who do not submit the application using the form, or who do not submit all the documents referred in points 8.3 and 8.4, or who submit illegible, incorrectly filled in, or invalid documents, will be excluded without further consideration. It shall also be entitled, if there is any doubt, and for the purposes of admission to the selection procedure, to require the candidate to present supporting documents relating to his/her statements.
- 10. Selection Process:** Under the terms of article 5 of RJEC, selection will be carried out by evaluation of the candidates' scientific and curricular path, according with point 11 of the present public notice, as well as an interview that will focus on the adequacy of the candidate's profile to the requirements of this selection procedure.
- 11. Evaluation Criteria:** Evaluation criteria are those set out in this number, with particular relevance to the *curriculum vitae* and research activities developed in the area of Social Sciences, subareas of

Political Science, Public Administration, Public Policies or Social Policy. The scientific and curricular path is evaluated according to the following criteria:

- 11.1. Quality of scientific production, which was given a weighting factor of 50% considering:
 - i. Scientific publications with peer review and relevant indexing (Scopus, Web of Science) in scientific journals of which the candidate was author or co-author;
 - ii. Publication of books and book chapters in index A publishers (classification of the University of Lisbon);
 - iii. Scientific production suitability to the research areas of CAPP and to present procedure.
- 11.2. Research activities, which was given a weighting factor of 30% considering:
 - i. Participation with oral presentation in international scientific events related to research networks with relevance to CAPP's research areas and to the present procedure;
 - ii. Coordination and participation in scientific projects, related to the present procedure, especially international ones;
 - iii. Dynamization of scientific activity, taking into account the capacity for coordination and leadership skills;
 - iv. Conception, execution and development of professional training activities and lifelong training;
 - v. Recognition by the national and/or international scientific community, namely through awards, distinctions or selection in competitive tenders.
- 11.3. Activities of extension and dissemination of knowledge, which was given a weighting factor of 10% considering:
 - i. Services to the scientific community and society, in particular by the organization of congresses and conferences;
 - ii. Publications of scientific dissemination with social impact in the domains of Social Sciences, subareas of Political Science, Public Administration, Public Policies and Social Policy.
- 11.4. Contribution in science programs management activities, which was given a weighting factor of 10% considering:
 - i. Positions in national and international scientific organizations;
 - ii. Experience in research support;
 - iii. Experience in Non-Governmental Organizations.

12. Additional Elements: The jury, whenever it deems necessary, may request the presentation of supporting additional documents of the candidate statements, relevant to the analysis and classification of his/her application.

13. Classification of Candidates:

- 13.1 Each member of the jury assigns a classification to each of the candidates in each evaluation criterion, on a scale of 0-100, ordering the candidates according to their classification of the partial scores assigned to each evaluation criterion, and taking into account the weighting assigned to each parameter;
- 13.2 The candidates are ordered through the application of the successive voting method set forth in section 3 and following of article 20.º of the General Regulations for Selection Procedures of ULisboa, published by Order No. 2307/2015, on March 5th;
- 13.3 The jury shall decide by an absolute majority, with no abstention allowed;
- 13.4 The final classification of each candidate is that corresponding to his/her ordination resulting from the application of the method referred to in point 13.2;
- 13.5 The jury meetings are recorded in minutes, which contain a summary of what has occurred in them, as well as the number of votes awarded by each member and respective reasoning being provided to the candidates when requested.

14. Homologation: The final deliberation of the jury is approved by the President of ISCSP-ULisboa, under the competence delegated by subparagraph e) of the Rector Order no. 11991/2021, published on Diário da República, 2nd series, No. 235, of December 6th 2021, which also confers competence to conclude the respective contract.
15. False Statements: The false statements made by the candidates will be punished according to the law.
16. Disclosure of Final Classification List: The list of admitted and excluded candidates as well as the final classification list will be posted at ISCSP—ULisboa premises, located at Rua Almerindo Lessa, Campus Universitário do Alto da Ajuda, 1300-663 Lisboa, published on the electronic page of ISCSP-ULisboa, being the candidates notified by e-mail with receipt of delivery of the notification, without prejudice to the provisions of articles 110.º to 114.º of Código do Procedimento Administrativo.
17. Public Hearing: Once notified, candidates will be asked to reply within 10 working days. The final decisions of the jury will be taken within ninety days, counting from the deadline for application submissions.
18. Final Dispositions:
 - 18.1 The present selection procedure is aimed solely at filling the position indicated in this Notice, and may be cancelled up to the moment of the homologation of the final ranking list of candidates and expires with the occupation of the position;
 - 18.2 ISCSP-ULisboa actively promotes a policy of non-discrimination and equal access, so that no candidate may be privileged, benefited, disadvantaged or deprived of any right or exemption from any duty due to, inter alia, ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, social origin or condition, genetic heritage, reduced capacity to work, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.
 - 18.3 Under Decree-Law No. 29/2001, of February 3rd, handicapped candidates take preference in equal classification, which prevails over any other legal preference. Candidates must declare their respective degree of disability, the type of disability and the means of communication/expression to be used in the selection process, in accordance with the above mentioned diploma;
 - 18.4 The signature of the contract resulting from this selection procedure is subject to FCT's acceptance of the costs associated with it, and to the celebration of the respective addendum to the Program Contract signed between ISCSP-ULisboa and FCT.

Instituto Superior de Ciências Sociais e Políticas, July 8th 2022

The President,

Ricardo Ramos Pinto
Full Professor

ANNEX I

Guidelines to elaborate the work plan proposal (maximum 3 000 words)

The work plan must describe the research development strategy proposed by the candidate, taking into account its contribution to CAPP of ISCSP-ULisboa. It must also explain its relevance for the development of one, or more, of the scientific domains enunciated in the present notice.

In this sense, the scientific-methodological research proposals must focus on the following aspects:

1. Research subjects to develop and investigate;
2. Prediction of publication outputs, namely scientific papers, book chapters and/or international books;
3. Strategies to reinforce the center's internationalization, namely through international publications, participation in international Programs and Networks, amongst others;
4. Strategies for funding;
5. Contributions to the training of junior researchers, namely through training courses in scientific research methodology, thematic workshops, amongst others;
6. Dissemination and social impact of the research, for instance through participation in social media, production of informative material and outputs' communication in printed and/or digital form, elaboration of reports and working papers in open access.