



PUBLIC NOTICE/0024/2023

**ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE FOR
INFORMATION MANAGEMENT TECHNICIAN**

Referência Interna: Technician InDig – POCH-02-5312-FSE-000025

1. Framework

The Rector of Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil, hereby announces an international selection tender for 1 vacancy for a Technician with a Master's degree, on a full-time basis, to carry out activities to developing and implementing solutions within the scope of Digital Technologies and Pedagogical Innovation in Dental Medicine; support for the implementation of all project activities to be carried out at the Faculty of Dental Medicine of Universidade Católica Portuguesa, in Viseu, in the framework of the project "2.7 – Skills 4 Post-COVID – Competences for the future in Higher Education" (n.º POCH-02-5312-FSE-000025), co-financed by the European Social Found through the Human Capital Operational Program (POCH).

2. Workplace

The workplace is located at Faculty of Dental Medicine of Universidade Católica Portuguesa – Centro Regional de Viseu, in Viseu.

3. Remuneration

The gross monthly remuneration is **1.052,30 €** euros plus food allowance. To these values are added the annual vacation and Christmas bonuses.

4. Admission requirements

Can apply for this competition:

- National citizens or citizens of other EU member states;
- Citizens of third States;
- Stateless persons;

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- Citizens benefiting from the status of political refugee.

4.1 Specific admission requirements

- Hold a Master's degree and have experience in using cataloguing, organizing, and visualizing information strategies/methodologies;
- Permanently and habitually reside in Portugal, a requirement applicable to both national and foreign citizens.

If the master has been awarded by a foreign higher education institution, it must comply with the provisions of Portuguese legislation on the registration/recognition of foreign degrees, for which the described in **point 9** of this Public Notice must be considered.

5. Evaluation criteria

In a first phase, the curricular evaluation will be carried out and the selection of candidates admitted to the Tender will be performed, in view of the fulfillment of the admission requirements.

The final classification system of candidates must be expressed from 0 to 100. The value is calculated taking into account the following parameters and weights, and for each item, only the activity relevant to the competition area will be considered:

Curriculum evaluation (CA) - 50%;

Previous experience (PE) - 50%.

Candidates admitted to the competition will be ranked according to the classification obtained in the parameters described above. If necessary, an interview will be conducted for candidates located at the top of the ordered list. In this case, the percentage weighting of the methods used in the selection will be:

Curriculum evaluation - 40%;

Previous experience (PE) - 40%;

Interview (E) - 20%.

The candidate who occupies the first place in the ranking list of candidates will be selected.

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6. Tender selection panel

The tender selection panel will be formed by:

President of the Jury: Prof. Dr. Marlene Maria Tourais de Barros;

Other members: Prof. Dr. Maria José Serol de Brito Correia; Prof. Dr. Nuno Ricardo das Neves Rosa.

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 alphabetical 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 candidates. The ranked list of approved candidates will be posted at the Viseu facilities of Universidade Católica Portuguesa, located at Estrada da Circunvalação 3504-505 - Viseu and will be announced on the FMD website (<https://fmd.viseu.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 5 working days to respond. The panel's final decisions are pronounced within the next 5 working days, after the 5 work-day response period.

9. Application formalization

Candidates should submit their applications, obligatorily, by email to the secretariat of the Direction of the Faculdade de Medicina Dentária of the UCP (odete@ucp.pt). Applications must be addressed to the Rector of the UCP stating full name, filiation, data and place of birth, citizenship, civil state, current residence, identification number as well as the institution conferring the degree and the final classification.

-Applications are to be submitted in Portuguese;

-Applications shall include the following documents in PDF format:

- Motivation letter;
- Curriculum vitae;

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- Copy(s) of the qualification certificate(s);
- Copy of the certificate(s) proving previous activity relevant to the competition.

If the 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 16th and Portaria No. 33/2019, of January 25th. 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 24th, 2023, until March 9th, 2023 (until 7 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 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.

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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/pt-pt/direitos-do-titular-dos-dados>

For purposes of exercising the respective rights, contact the University through the e-mail address 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.

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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 canceled when it is vacant; when any case of force majeure occurs; when 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 Information Management Technician under a contract of indefinite duration (contrato a termo incerto), predicted to start on Mars 2023 with the estimate duration of 5 months (duration of the activities) which will never, under any circumstances, be superior to the term of the project POCH-02-5312-FSE-000025.

14. Contacts for clarification

Universidade Católica Portuguesa,
Faculdade de Medicina Dentária – Viseu
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odete@ucp.pt or info.viseu@ucp.pt

Human Resources Department

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232 419 527

Lisbon, February 22, 2023.

The Rector

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