

ANNOUNCEMENT FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE FOR LAB ASSISTANT HIRING

[Portuguese version](#)

Internal Reference: CI_L#1.23

1. Framework

The Rector of the Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil deliberated the opening of an international selection tender for one vacancy of Lab Assistant to perform duties of research and development activities in the valorization of industrial fermentation residues/by-products, on an exclusivity basis, in the scientific field of Biotechnology, to be carried out at CBQF – Centro de Biotecnologia e Química Fina, integrated at Escola Superior de Biotecnologia of the Universidade Católica Portuguesa, in Porto, within the framework of the Alchemy project (PT2020/POCI n.º 27578), co-financed by Portugal 2020 under the Operational Program for Competitiveness and Internationalization through the European Regional Development Fund (FEDER). This project, with a first phase running until 31/12/2022, has as its main objective the valorization of industrial by-products from the US *Amyris* Company, through the development of innovative products for the pharmaceutical and cosmetic areas, human and animal food, agro-chemistry and materials.

2. Workplace

The workplace is located on the premises of the Universidade Católica Portuguesa, in Porto.

3. Remuneration

Gross monthly remuneration to be paid is 990,00 euros, plus meal, vacation, and Christmas allowances.

4. Admission requirements

Any national, foreign, and stateless candidate(s) who hold a Master degree in Biotechnology, Bioengineering, Microbiology, or related scientific fields and a scientific and professional curriculum whose profile is suited for the activities to be performed, can submit their applications. Applicants must have at least 3 years of experience in R&D activities (including time dedicated to the Master degree). In the event the master degree was awarded by a foreign higher education institution, said degree must comply with the provisions of Portuguese law on the recognition of foreign degrees. For those purposes, the requirements described in **point no. 9** of this notice must be considered.

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4. 1. General and Specific Requirements

The general admission requirements are those defined in point 4 above. Regarding the specific terms of the scientific and curricular career's evaluation, preference will be given to candidates with experience in microbiology, molecular biology (qPCR). Preference will also be given to candidates with the following characteristics:

- Excellent communication, interpersonal, and teamwork skills.
- Strong organizational skills, leadership and initiative skills, as well as time management skills.
- Accuracy driven and with a sense of responsibility.
- Strong work, autonomy, and responsibility skills.
- Proficiency of written and spoken English.

5. Selection process:

The selection methods, based on the requirements listed in point 4, will be the following: i) curricular evaluation (50%); ii) previous experience (50%). The 3 best candidates will be interviewed and the weighting will be the following: i) curricular evaluation (35%); ii) previous experience (50%); and iii) selection interview (15%).

The applications which do not meet the admission requirements of point 4 will be excluded.

6. Tender Selection Panel

President of the Jury: Prof. Dr. Manuela Pintado; other members: Prof. Dr. Raquel Madureira; Prof. Dr. Óscar Ramos; Prof. Dr. João Fernandes.

7. Deliberation

The panel shall deliberate by means of roll-call vote justified 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 selection criteria application, the panel shall prepare a sorted list of approved candidates and respective classification. The panel's final decision shall be approved by the leader of the institution, who shall also approve the hiring of the selected candidate. The ranked list of approved candidates will be posted at the facilities of Universidade Católica Portuguesa at Porto, located at Rua de Diogo Botelho, 1327, 4169-005 Porto

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and will be announced on the website <http://www.porto.ucp.pt/en/alchemy?msite=4>.. 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 10 days to respond. The panel's final decisions are pronounced within the next 5 working days, after the 10 day response period.

9. Application formalization

Applications are formalized by completing the [application form](https://inqueritos.porto.ucp.pt/hr/index.php?r=survey/index&sid=624657) available at <https://inqueritos.porto.ucp.pt/hr/index.php?r=survey/index&sid=624657>

Applications must be submitted in English.

Applications shall include the following documents:

- a) Curriculum vitae using the available [CV model](#) (https://ucppt-my.sharepoint.com/:w:/g/personal/afneves_ucp_pt/EVIRm0vFadVCoobdigH_Db8BREDXJEwF-4VJD11rKa9Yhw?e=4%3a5zx77I&at=9);
- b) Master Degree certificate with date of admission to the degree;
- c) Cover letter, demonstrating the candidate's motivations;
- d) If the Master Degree is issued by foreign higher education institutions, the candidate must submit the M.Sc. Recognition Certificate or proof of the application for recognition in accordance with Portuguese law.

If the Master 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. 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 11-08-2021 until 11-21-2021 (at 11.59 pm, Lisbon time).

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Candidates who do not comply with the application's prerequisites 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 that candidates present further documentation supporting their statements. Failure to submit clarifications, information or documents that are requested, within 5 working days, determines the withdrawal 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 fulfilment, 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 fulfilment 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 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).

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12. Non-discrimination and equal access policy:

The 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.

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 cancelled 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 a Lab Assistant under a contract of indefinite duration (contrato a termo incerto).

14. Contacts for clarification:

Universidade Católica Portuguesa – Centro Regional do Porto

Rua de Diogo Botelho, 1327

4169-005 Porto, Portugal

Human Resources Department

drh.recrutamento@porto.ucp.pt

Lisboa, november 05, 2021

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