

NOTICE**PROCEDURE FOR THE RECRUITMENT OF A SUPERIOR TECHNICIAN FOR THE R&D PROJECT MANAGEMENT UNIT OF THE RESEARCH SUPPORT SERVICE UNDER A FIXED-TERM INDIVIDUAL EMPLOYMENT CONTRACT, UNDER THE TERMS OF THE LABOR CODE.
REFERENCE: TS/32/SAI/2022**

It is made public that, by order of the Rector of Universidade NOVA de Lisboa, Professor João Sàágua, dated October 16, 2022 a recruitment procedure is open, to hire a Superior Technician, corresponding to Grade 3 of complexity within the scope of the R&D Unit CHRC - Comprehensive Health Research Center: Innovation and Education in Public Health, funded by the Fundação para a Ciência e a Tecnologia, I.P. (FCT, I.P.), for the R&D Project Management Nucleus of the Research Support Service of NOVA Medical School|Faculdade de Ciências Médicas from Universidade NOVA de Lisboa, with a fixed-term individual employment contract, under the terms of the Labor Code and the Regulation on careers, recruitment and employment contracts of non-teaching and non-research staff with employment contract from Universidade NOVA de Lisboa (Regulation no. 577/2017, published in the Diário da República, 2nd Series, no. 210, from October 31), hereinafter referred to as the Regulation.

Reference: **TS/32/SAI/2022**

1. Workplace: NOVA Medical School|Faculdade de Ciências Médicas, from Universidade NOVA de Lisboa, located at Campo dos Mártires da Pátria, n.º 130, 1169-056 Lisboa.

2. Functional Content:

- Analysis of contracts and regulations, financial maps and budgets;
- Validation of administrative, accounting and financial execution, in accordance with the rules of the funder;
- Monitoring and periodic reporting of the execution of projects, both for those responsible for the project area and for the Responsible Investigator;
- Support in the elaboration of scientific reports;
- Preparation of financial reports and payment requests;
- Auditing follow-up.

3. General admission requirements:

- Degree and/or Master's in Management, Accounting, Finance or similar areas;
- 1 to 3 years of experience in similar roles;
- Good knowledge of English, spoken and written;
- Good computer skills from the user's perspective;
- Good knowledge in the use of Microsoft Office tools, especially Excel;
- Immediate availability.

4. Special requirements:

- Preferred experience in ERP systems in the areas of Asset Management, Financial Management and Project Management;
- Preferred experience in platforms for submitting expenses to funding entities;
- Strong skills in analysis and organization of processes of administrative/financial area;
- High sense of responsibility, honesty, dynamism and proactivity;
- Good planning and organization skills;
- Communication and active listening ability.

5. Contract:

The hiring is carried out through a fixed-term employment contract under the terms of the Labor Code and the Regulation on careers, recruitment and employment contracts of non-teaching and non-research staff with employment contract from Universidade NOVA de Lisboa, with gross monthly remuneration corresponding to the 3rd position, level 19-A, of the single category of the general career of Superior Technician, within the scope of the R&D Unit CHRC - Comprehensive Health Research Center: Innovation and Education in Public Health, funded by the Fundação para a Ciência e a Tecnologia, I.P. (FCT, I.P.).

6. Formalization of Applications:

The submission of applications must necessarily be formalized by filling out a application form available on the website www.nms.unl.pt (join nms/Recruiting/Employee), indicating the reference of the job for which you are applying (**TS/32 /SAI/2022**), accompanied by a *Curriculum Vitae*, dated and signed, a copy of the educational qualifications certificate and other relevant supporting documents, sent to the email address rh.recrutamento@nms.unl.pt.

Failure to deliver the application form within the deadline, accompanied by a dated and signed Curriculum Vitae, a copy of the educational qualifications certificate, determines the exclusion from the recruitment procedure.

7. Submission of applications:

The recruitment procedure is open, for the purpose of submitting applications until **November 20, 2022**.

8. Selection Methods:

- Curriculum Assessment (AC)

The selection will be made by **Curriculum Assessment (AC)** and may be complemented by a **Professional Selection Interview (EPS)**, if the Selection Committee deems it necessary.

The final classification will be expressed on a scale from 0 to 20 values, up to the hundredths, through the following formulas:

$$CF = AC$$

or

$$CF = (AC \times 25\%) + (EPS \times 75\%)$$

The evaluation parameters and the respective weighting of the selection methods are contained in the minutes of the selection committee meeting, to be provided to candidates whenever requested.

9. Composition of the Selection Committee:

President:

- Doctor Patrícia Calado, Vice-Dean for Research of NOVA Medical School|Faculdade de Ciências Médicas from Universidade Nova de Lisboa.

Effective Members:

- Dr. Ana Sofia Tavares, Head of Division of the Research Support Service of NOVA Medical School|Faculdade de Ciências Médicas from Universidade Nova de Lisboa.
- Doctor Ana Sofia Almeida, Coordinator of the R&D Project Management Nucleus of the Research Support Service of NOVA Medical School|Faculdade de Ciências Médicas from Universidade Nova de Lisboa.

Substitute Members:

- Dr. Sara Berguete, 4th Degree Intermediate Coordinator of the Human Resources Service of NOVA Medical School|Faculdade de Ciências Médicas from Universidade Nova de Lisboa.
- Dr. Pedro Coutinho, Superior Technician of the Human Resources Service of NOVA Medical School|Faculdade de Ciências Médicas from Universidade Nova de Lisboa.

In compliance with paragraph h) of article 9 of the Constitution, Universidade NOVA de Lisboa, as an employer, promotes a policy of equal opportunities for men and women in accessing employment and professional development, scrupulously providing for avoid any form of discrimination.