CALL FOR A SENIOR RESEARCH TECHNICIAN
EDITAL PARA A CONTRATAÇÃO DE TÉCNICO/A SUPERIOR DE INVESTIGAÇÃO

Reference: CTTI_06_DEZ_2022@UNINOVA

UNINOVA – Instituto de Desenvolvimento de Novas Tecnologias, by decision of the Executive Committee, opens an international call to hire a Senior Research Technician, under the Special Investigator regime, over a fixed term contract and in part-time under the following Research projects funded by the European Commission’s Horizon 2020 and H2020 programmes:

1. **POCITYF – 864400** – a positive city transformation framework, towards smarter and greener cities;
2. **IANOS – 957810** – IntegrAted SolutioNs for the DecarbOnization and Smartification of Islands;
3. **TEXTOUR – 101004687** – Social Innovation and TEchnologies for sustainable growth through participative cultural TOURism
4. **TeleRehab DSS – 101057747** - TeleRehabilitation of Balance clinical and economic Decision Support System;
5. **XpanDH – 101095594** - Expanding Digital Health through a pan-European EHRxF-based Ecosystem;
6. **RE4DY – 101058384** – European Data as a PRoduct Value Ecosystems for Resilient Factory 4.0 Product and ProDuction Continuity and Sustainability;
7. **AIDEAS – 101057294** – AI Driven industrial Equipment product life cycle boosting Agility, Sustainability and resilience;
8. **COMMUNITAS – 101096508** – Bound to accelerate the roll-out and expansion of Energy Communities and empower consumers as fully- fledged energy market players;

Admission Requirements/Profile of Candidates:

Applicants may be any Portuguese national, foreign and stateless candidates that hold the following requirements:

- Degree in engineering or similar.
Minimum of 10 years of proven experience in research projects administrative management, working in multinational and multidisciplinary teams such as the ones of European research projects:
- Project budget control and management;
- Management of administrative project tasks;
- Administrative and Financial Assistance to project coordination;
- Organization of project meetings;
Experience in the design and implementation of project dissemination strategies, including the organization of international events such as workshops and conferences;
Fluency in portuguese and English (written and spoken) - mandatory;
Good communication and presentation skills;
Experience in preparing project deliverables and reports;
Proactivity and ability to work under pressure.
Immediate availability (mandatory).
Residence in the Metropolitan Area of Lisbon.

Requisitos de Admissão/Perfil dos candidatos:
Os candidatos podem ser nacionais, estrangeiros e apátridas que possuam os seguintes requisitos:

- Formação superior em engenharia ou similares.
- Experiência mínima comprovada de no mínimo 10 anos em gestão administrativa de projetos de investigação, trabalhando em equipas multinacionais e multidisciplinares tais como as de projetos Europeus:
  - Gestão e controlo orçamental de projetos;
  - Gestão de tarefas administrativas de projetos
  - Assistência administrativa e financeira à coordenação de projetos;
  - Organização de reuniões de projeto
- Experiência na conceção e implementação de estratégias de divulgação de projetos, incluindo a organização de eventos internacionais como workshops e conferências;
- Fluente na língua Portuguesa e Inglesa (escrita e falada) – obrigatório;
- Excelente capacidade de comunicação e de apresentação;
- Experiência na preparação de entregáveis e relatórios de projeto;
- Proatividade e capacidade de trabalhar sob pressão.
- Disponibilidade Imediata (obrigatório).
- Residência na Área Metropolitana de Lisboa.

Applicable legislation:
- Administrative Procedure Code, as republished in Decree-Law nº 4/2015, from 7th January in its current version (CPA).
Work Plan Activities:

The works are part of the research activities of the POCITYF – 864400 – a positive city transformation framework, towards smarter and greener cities; IANOS – 957810 – IntegrAted SoluItionS for the DecarBioization and Smartification of Islands; TExTOUR – 101004687 – Social Innovation and TTechnologies for sustainable growth through participative cultural TOURism; TeleRehaB DSS – 101057747 - TeleRehabilitation of Balance clinical and economic Decision Support System; XpanDH – 101095594 - Expanding Digital Health through a pan-European EHRxF-based Ecosystem; RE4DY – 101058384 – European Data as a PRoduct Value Ecosystems for Resilient Factory 4.0 Product and ProDuction ContinuiTY and Sustainability; AIDEAS – 101057294 – AI Driven industrial Equipment product life cycle boosting Agility, Sustainability and resilience; COMMUNITAS – 101096508 – Bound to accelerate the roll-out and expansion of Energy Communities and empower consumers as fully-fledged energy market players; AGILEHAND – 101092043 – Smart Grading, Handling and Packaging Solutions for Soft and Deformable Products in Agile and Reconfigurable Lines. Specifically:

POCITYF:
Contribute for the following tasks of the project:

- WP6: Evora Lighthouse City demonstration activities

IANOS:
Contribute for the following tasks of the project:

- WP1: Project Management
- WP3: Transition and Investment Decision Support Framework
- WP6: Deployment, Use Cases Realization and Monitoring at LH#2 (Terceira)
- WP10: Dissemination, Exploitation, Promotion & Knowledge Transfer

TExTOUR:
Contribute for the following tasks of the project:

- WP4: TExTOUR Platform
  - To support the development of the ICT framework for the TExTOUR approach, in accordance with the strategies established under previous WPs;
- WP6: Exploitation & upscaling
  - To provide support on how to turn the results of the project long-term sustainable and enable its upscaling and replication.
- WP7 – Communication & dissemination
  - To help on TExTOUR dissemination through the adopted methodology: sociais networks, webinars, newsletter, etc;
- WP8 – Project Management
To give support to the coordination team on the execution of the project’s workplan.

**TeleRehaB DSS:**
Contribute for the following tasks of the project:

- **WP1**: Project Management & Coordination
  - Task 1.1: Project Management
  - Task 1.4: Quality and Data Management
- **WP2**: User Centric Platform Design
  - Task 2.1: User requirements analysis
- **WP6**: Impact and Socioeconomic Analysis
  - Task 6.3: Cost-benefit and cost-effectiveness analysis
- **WP8**: Dissemination and communication activities, exploitation and sustainability
  - Task 8.1: Dissemination and communication activities

**XpanDH:**
Contribute for the following tasks of the project:

- Task 1.1 - Administrative and operational management (M1-M24)
- Task 1.2 - Quality Assurance, Risk management and Contingency (M1-M24)
- Task 4.1 - Preparing the experimentation bubbles (M01 – M20)
- Task 7.1 - Communication and Dissemination (M1-M24)

**RE4DY:**
Contribute for the following tasks of the project:

- **WP3**: Continuity Management Toolkit for Industrial Digital Thread & Cognitive Twin Fabrics
  - T3.6 - Federated learning & on-demand trusted industrial AI continuous delivery platform
  - T3.8 - Asset deployment and qualification in Testing & Experimental Facility (TEF)
- **WP4**: Large-Scale Trials of Resilient Smart Connected Factory 4.0 Process Engineering
  - T4.1 - Pilot set-up, resilient factories & supply chain design and value network data preparation
  - T4.2 - Proof of concept validation for resilient connected factory 4.0 service engineering
- **WP6**: Dissemination, Exploitation, Skills & Global Impact
  - T6.1 - Awareness raising, industrial demonstrations, communication and PR office

**AIDEAS:**
Contribute for the following tasks of the project:
• WP1: NEED: Industrial Scenarios and Requirements Analysis
  o T1.3 - MANAGE: Administrative and Technical Project Management
  o T1.4 - Requirements Analysis
• WP8: IMPACT: Dissemination, Exploitation and Standardisation
  o T8.1 - Target-Driven Dissemination Strategy and Plan
  o T8.2 - Dissemination Materials, Website, Social Networks and Dissemination Activities
  o T8.3 - Industrial Advisory Board and Workshops
• WP9: MANAGE: Administrative and Technical Project Management
  o T9.2 - Administrative Management: Strategic and Operational Coordination, EU Liaison, Reporting and Reviewing
  o T9.4 - Technical Management: Leadership and Technical WP Reporting

COMMUNITAS:
Contribute for the following tasks of the project:
• WP1: COMMUNITAS Knowledge Base, value proposition design approach for energy communities and use cases
• WP2: COMMUNITAS Platform: an open, digital “one-stop-shop” to accelerate energy communities
• WP3: Innovative tools unlocking citizens’ active participation in energy markets and communities
• WP4: COMMUNITAS Social Innovation and Policy Laboratory
• WP6: Replication, business models and exploitation
• WP7: COMMUNITAS Knowledge Arena: Communication, Dissemination and Policy Support
• WP8: Project Management

AGILEHAND:
Contribute for the following tasks of the project:
• WP1: MANAGE: Administrative and Technical Project Management
  o T1.2 - Tech Mgt: Quality Control, Leadership and Technical WP Reporting
  o T1.3 - Data Management
• WP8: IMPACT: Dissemination, Exploitation and Standardisation
• T8.7 - Standardisation

Plano de Trabalhos:
Os trabalhos inserem-se no âmbito das atividades de investigação dos vários projetos, POCITYF – 864400 – a positive city transformation framework, towards smarter and greener cities; IANOS – 957810 – IntegrAted SolutionS for the DecarbOnization and Smartification of Islands; TExTOUR – 101004687 – Social Innovation and TTechnologies for sustainable growth through participative cultural TOURism; TeleRehab DSS – 101057747 - TeleRehabilitation of Balance clinical and economic Decision Support System; XpanDH – 101095594 - Expanding Digital Health through a pan-European EHRxF-based Ecosystem; RE4DY – 101058384 – European Data as a PRoduct Value Ecosystems for Resilient Factory 4.0 Product and ProDuction ContinuiTY and Sustainability;
AIDEAS – 101057294 – AI Driven industrial Equipment product life cycle boosting Agility, Sustainability and resilience; COMMUNITAS – 101096508 – Bound to accelerate the roll-out and expansion of Energy Communities and empower consumers as fully-fledged energy market players; AGILEHAND – 101092043 – Smart Grading, Handling and Packaging Solutions for Soft and Deformable Products in Agile and Reconfigurable Lines. Nomeadamente:

POCITYF:
Contrabuir para as seguintes atividades do projeto:
• WP6 "Evora Lighthouse City demonstration activities"

IANOS:
Contrabuir para as seguintes atividades do projeto:
• WP1: Project Management
• WP3: Transition and Investment Decision Support Framework
• WP6: Deployment, Use Cases Realization and Monitoring at LH#2 (Terceira)
• WP10: Dissemination, Exploitation, Promotion & Knowledge Transfer

TExTOUR:
Contrabuir para as seguintes atividades do projeto:
• WP4: TExTOUR Platform
  o To support the development of the ICT framework for the TExTOUR approach, in accordance with the strategies established under previous WPs;
• WP6: Exploitation & upscaling
  o To provide support on how to turn the results of the project long-term sustainable and enable its upscaling and replication.
• WP7 – Communication & dissemination
  o To help on TExTOUR dissemination through the adopted methodology: social networks, webinars, newsletter, etc;
• WP8 – Project Management
  o To give support to the coordination team on the execution of the project’s workplan;

TeleRehaB DSS:
Contrabuir para as seguintes atividades do projeto:
• WP1: Project Management & Coordination
  o Task 1.1: Project Management
  o Task 1.4: Quality and Data Management
• WP2: User Centric Platform Design
  o Task 2.1: User requirements analysis
• WP6: Impact and Socioeconomic Analysis
  o Task 6.3: Cost-benefit and cost-effectiveness analysis
• WP8: Dissemination and communication activities, exploitation and sustainability
Task 8.1: Dissemination and communication activities

XpanDH:
Contribuir para as seguintes atividades do projeto:

- Task 1.1 - Administrative and operational management (M1-M24)
- Task 1.2 - Quality Assurance, Risk management and Contingency (M1-M24)
- Task 4.1 - Preparing the experimentation bubbles (M01 – M20)
- Task 7.1 - Communication and Dissemination (M1-M24)

RE4DY:
Contribuir para as seguintes atividades do projeto:

- WP3: Continuity Management Toolkit for Industrial Digital Thread & Cognitive Twin Fabrics
  - T3.6 - Federated learning & on-demand trusted industrial AI continuous delivery platform
  - T3.8 - Asset deployment and qualification in Testing & Experimental Facility (TEF)
- WP4: Large-Scale Trials of Resilient Smart Connected Factory 4.0 Process Engineering
  - T4.1 - Pilot set-up, resilient factories & supply chain design and value network data preparation
  - T4.2 - Proof of concept validation for resilient connected factory 4.0 service engineering
- WP6: Dissemination, Exploitation, Skills & Global Impact
  - T6.1 - Awareness raising, industrial demonstrations, communication and PR office

AIDEAS:
Contribuir para as seguintes atividades do projeto:

- WP1: NEED: Industrial Scenarios and Requirements Analysis
  - T1.3 - MANAGE: Administrative and Technical Project Management
  - T1.4 - Requirements Analysis
- WP8: IMPACT: Dissemination, Exploitation and Standardisation
  - T8.1 - Target-Driven Dissemination Strategy and Plan
  - T8.2 - Dissemination Materials, Website, Social Networks and Dissemination Activities
  - T8.3 - Industrial Advisory Board and Workshops
- WP9: MANAGE: Administrative and Technical Project Management
  - T9.2 - Administrative Management: Strategic and Operational Coordination, EU Liaison, Reporting and Reviewing
  - T9.4 - Technical Management: Leadership and Technical WP Reporting

COMMUNITAS:
Contribuir para as seguintes atividades do projeto:

- **WP1**: COMMUNITAS Knowledge Base, value proposition design approach for energy communities and use cases
- **WP2**: COMMUNITAS Platform: an open, digital “one-stop-shop” to accelerate energy communities
- **WP3**: Innovative tools unlocking citizens’ active participation in energy markets and communities
- **WP4**: COMMUNITAS Social Innovation and Policy Laboratory
- **WP6**: Replication, business models and exploitation
- **WP7**: COMMUNITAS Knowledge Arena: Communication, Dissemination and Policy Support
- **WP8**: Project Management

**AGILEHAND:**
Contribuir para as seguintes atividades do projeto:

- **WP1**: MANAGE: Administrative and Technical Project Management
  - T1.2 - Tech Mgt: Quality Control, Leadership and Technical WP Reporting
  - T1.3 - Data Management
- **WP8**: IMPACT: Dissemination, Exploitation and Standardisation
- **T8.7** - Standardisation

**Members of the Jury:**
The jury has the following composition:
- President – João Francisco Alves Martins
- Member nº 1 – Maria do Carmo Correia Marques
- Member nº 2 – Carlos Manuel de Melo Agostinho

**Composição do Júri:**
O Júri será composto da seguinte forma:
- Presidente – João Francisco Alves Martins
- Vogal nº 1 – Maria do Carmo Correia Marques
- Vogal nº 2 – Carlos Manuel de Melo Agostinho

**Start Date and Workplace:**
The contract under the Category of Senior Research Technician is expected to start in January 2023 and will last only for the period necessary for the execution of the workplans described above, which is expected to last 24 months. The project will be developed at UNINOVA, at other facilities located at FCT / NOVA Campus and/or other necessary locations to its execution.

**Data de Início e Local de Trabalho:**
O contrato a termo certo na Categoria de Técnico/a Superior de Investigação deverá ter início em janeiro de 2023 e durará apenas pelo período necessário à execução dos planos de trabalho descritos em cima, que se prevê ter uma duração de 24 meses. Os projetos serão desenvolvidos
nas instalações do UNINOVA, noutras instalações situadas no Campus da FCT / NOVA e/ou noutras instalações eventualmente necessárias para a sua execução.

Monthly fees:
Gross monthly Remuneration will be in accordance with salary of the indexes 30 to 48 of the TRU – Single Remuneration Table, approved by Ordinance No. 1553-C / 2008, according to the experience presented by the candidate.

Valor da Remuneração Mensal:
Os honorários mensais a atribuir correspondem aos índices remuneratórios 30 a 48 da TRU – Tabela de Remuneração Única, aprovada pela Portaria n.º 1553-C/2008, de acordo com a experiência apresentada pelo candidato.

Application process:
The deadline for submitting applications is set at 8 working days after the publication of this call and the application documents (indicated below) should be sent, in PDF format, to the e-mail recrutamento@uninova.pt indicating the reference of the position (mandatory):

a) Motivation Letter in English;
b) Detailed CV in English;
c) Certificate of Qualifications

NOTE: The non-compliance with these requirements determines the immediate rejection of application. False statements provided by the candidates shall be punished by law.

IMPORTANT NOTE: In the event the degree was awarded by a foreigner higher institution, the degree must comply with the provisions of Decree-Law nº 341/2007, 12 October, and all formalities established there must be fulfilled by applications deadline. False statements provided by the candidates shall be punished by law. UNINOVA 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, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

Pursuant to Decree-Law nr 29/2001 of 3rd February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

Processo de Candidatura:
O prazo de submissão de candidaturas está fixado em 8 dias úteis após a publicação deste edital e os documentos a apresentar (abaixo indicados) deverão ser enviados, em formato PDF, para o seguinte e-mail: recrutamento@uninova.pt, indicando a referência do concurso (obrigatório):

a) Carta de Motivação em Inglês;
b) Curriculum Vitae detalhado em Inglês;
c) Certificado de Habilitações
NOTA: A não conformidade com estes requisitos determinará a rejeição imediata da candidatura. Falsas declarações fornecidas pelos candidatos serão punidas por lei.

NOTA IMPORTANTE: Salientamos que os graus académicos obtidos em países estrangeiros necessitam de reconhecimento por uma Instituição Portuguesa de acordo com o Decreto-lei nº. 66/2018, de 16 de agosto e a Portaria nº. 33/2019, de 25 de janeiro. A apresentação do reconhecimento é obrigatória para a assinatura do contrato. Falsas declarações fornecidas pelos candidatos são punidas por lei. UNINOVA promove ativamente uma política de não discriminação e de igualdade de acesso pelo que nenhum candidato pode ser beneficiado, prejudicado ou privado de qualquer direito em razão, nomeadamente de ascendência, idade, sexo, deficiência, orientação sexual, doença crónica, nacionalidade, origem étnica ou raça, religião ou convicções políticas. De acordo com o Decreto-Lei nº 29/2001, de 3 de fevereiro, os candidatos com deficiência devem ser preferidos, numa situação de igual classificação, e essa preferência substitui quaisquer preferências legais. Os candidatos devem declarar, por sua honra, o respetivo grau de deficiência, o tipo de deficiência e os meios de comunicação / expressão a serem utilizados durante o processo de candidatura.

Evaluation Criteria:

- **Criterion A) – Curriculum Analysis (85%)** – The curriculum will be qualitatively analysed concerning its content and relevance for the tasks to be performed, namely: executed work, with special emphasis on areas related to the work plan (25%); project and management experience and relevant knowledge in the techniques indicated in the candidate profile (60%).

- **Criterion B) – Motivation Letter (15%)** – Based on the letter of motivation it will be evaluated the motivation and interest for the activities to be performed (10%) and command of the English language (5%).

If the Jury finds it essential, it may conduct an interview with the candidates to clarify the elements and evaluate the possible scientific frameworks in the project.

The jury shall deliberate by means of a roll-call vote based on the selection criteria. In the event of a tie, the decision will be the responsibility of the chairman of the jury.

After evaluation of all admitted applications, the jury will write a meeting minute with all process of recruitment, evaluation and selection including an ordered short list of approved candidates and their respective classification and final decision of the jury.

The final decision of the jury shall be validated by the Head of the Institution, who is also in charge of deciding about the hiring.

Critérios de avaliação:

- **Critério A) – Análise de Currículo (85%)** – O currículo será qualitativamente analisado, no que diz respeito ao seu conteúdo e relevância para as tarefas a serem executadas, a saber: trabalhos científicos executados e/ou publicados, com especial ênfase nas áreas relacionadas com o plano de trabalho (25%); experiência de investigação e conhecimento das técnicas indicadas no perfil do candidato (60%).

- **Critério B) – Carta de Motivação (15%)** - Com base na carta de motivação será avaliada a motivação e interesse pelas atividades a serem realizadas (10%) e o domínio da língua Inglesa (5%).

Caso o Júri achar essencial, poderá realizar uma entrevista com os candidatos para clarificação dos elementos e avaliação dos possíveis enquadramentos científicos no projeto.
O júri delibera por meio de votação nominal, com base nos critérios de seleção. Em caso de empate, a decisão será da responsabilidade do presidente do júri.

Após a avaliação de todas as candidaturas admitidas, o júri redigirá uma ata da reunião com a descrição de todo o processo de recrutamento, avaliação e seleção, incluindo a elaboração de uma lista ordenada dos candidatos aprovados com a respetiva classificação e decisão final do júri.

A decisão final do júri será validada pelo dirigente da instituição contratante, que também é responsável pela decisão sobre a contratação.

Form of advertising/notification of results: The results of the evaluation are disclosed within 60 working days from the end of the application submission period, by notification of the candidates, made by email. The results will be also published on the UNINOVA website.

Forma de publicitação/notificação dos resultados: Os resultados da avaliação são divulgados no prazo de 60 dias úteis a contar do final do prazo de apresentação das candidaturas, essa notificação será efetuada através de e-mail para todos os candidatos inscritos. Os resultados também serão publicados no site da UNINOVA.

Preliminary Hearing and Final Decision Deadline:

After communicating the provisional list of the results of the evaluation, the candidates have a period of 10 working days to express their opinion during a prior hearing of interested parties, pursuant to articles 121 et seq. of the Code of Administrative Procedure.

The final decision will be rendered after the analysis of the statements presented during a prior hearing of interested parties. A complaint may be filed against the final decision within 15 working days, or, alternatively, an appeal may be filed within 30 working days, both counting from the respective notification.

Audiência Preliminar e Prazo Final de Decisão:

Após comunicação da lista provisória dos resultados da avaliação, os candidatos dispõem de um período de 10 dias úteis para, querendo, se pronunciarem em sede de audiência prévia de interessados, nos termos dos artigos 121º e seguintes do Código do Procedimento Administrativo.

A decisão final será proferida após a análise das pronúncias apresentadas em sede de audiência prévia de interessados. Da decisão final pode ser interposta reclamação no prazo de 15 dias úteis, ou, em alternativa, interposto recurso no prazo de 30 dias úteis, ambos contados a partir da respetiva notificação.

Non-discrimination policy

UNINOVA promotes actively 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, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

Pursuant to Decree-Law nr 29/2001 of 3rd February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare,
on their honor, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above

**Política de não discriminação**

A UNINOVA promove ativamente uma política de não discriminação e de igualdade de acesso, pelo que nenhum candidato(a) pode ser privilegiado(a), beneficiado(a), prejudicado(a) ou privado(a) de quaisquer direitos, ou ser isento/a de quaisquer deveres em razão da sua ascendência, idade, sexo, preferência sexual, estado civil, família e condições econômicas, instrução, origem ou condições sociais, herança genética, capacidade de trabalho reduzida, deficiência, doença crônica, nacionalidade, origem étnica ou raça, território de origem, idioma, religião, convicções políticas ou ideológicas e filiação sindical.

Nos termos do Decreto-Lei n.º 29/2001, de 3 de fevereiro, os candidatos com deficiência são preferidos em situação de igualdade de classificação, prevalecendo a referida preferência sobre quaisquer preferências legais. Os candidatos devem declarar, por sua honra, o respetivo grau de deficiência, tipo de deficiência e meios de comunicação / expressão a utilizar durante o período de seleção no formulário de candidatura, nos termos do regulamento acima indicado.