

## Notice of Fixed Term Employment Contract

### Reference: CENTRAL SERVICES – CLEANING

UNINOVA – Institute for the Development of New Technologies, by decision of the Executive Committee, opens a tender for hiring a Cleaning Employee, through a fixed-term employment contract, to carry out cleaning tasks in UNINOVA spaces.

#### 1. Admission requirements:

- Proven previous cleaning experience (mandatory requirement).
- Availability for full-time (7 hours a day), starting at 11:00 am and ending at 7:00 pm, from Monday to Friday.
- Possess a valid identification document (residence permit in the case of foreign citizens).
- Attendance.
- Punctuality.
- Responsibility.

#### 2. Work plan:

- Cleaning offices, rooms, windows, auditorium and laboratories in UNINOVA spaces, as well as common areas (atrium, stairs, entrances), including outdoor landings, bathrooms and kitchen.
- Maintenance of outdoor spaces and surrounding terraces in terms of cleanliness.
- Support for meetings, namely cleaning the pantry and kitchen utensils.

#### 3. Applicable legislation and regulations: Labor Code as amended by Law No. 93/2019, of 4 September.

**4. Workplace:** The work will be carried out at the UNINOVA facilities, comprising Buildings 1 and 2, or at other facilities that may be necessary located on the NOVA FCT Campus.

**5. Duration of the contract:** The employment contract is concluded for a fixed term, starting on September 1, 2023 and will last for a period of 1 year.

**6. Trial period:** The contract will be subject to a trial period.

**7. Amount of monthly remuneration:** The basic monthly amount will be €760.00, to which are added Holiday and Christmas allowances, as well as a food allowance, in the amount and with the conditions provided for workers with a legal employment relationship in the CT terms.

**8. Selection methods:** The accepted applications will be evaluated in two stages:

- 1st Phase:
  - Analysis of the candidate's experience and references provided (65%).
- 2nd Phase:
  - Interview (35%).

#### 9. Composition of the Selection Jury:

**President:** Joao Goes  
**1st effective member:** Rosa Rolo  
**2nd Effective Member:** Paula Silva

**10. Form of publication/notification of results:** The final results of the evaluation will be publicized, through a list ordered by the final grade obtained, posted in a visible and public place at UNINOVA, with the approved candidate being notified through e-mail. -mail.

**11. Application deadline and form of submission of applications:** The tender is open from 17.07.2023 to 28.07.2023.

The application must be accompanied by the following documents:

- a) Valid identification document;
- b) References of previous works;

Failure to deliver, within the deadline, any of the documents that make up the application process implies exclusion from the competition, without the need for a prior hearing.

Applications may be delivered at UNINOVA facilities or sent by email, obligatorily indicating, in the subject of the email, the reference "CENTRAL SERVICES - CLEANING", to [recrutamento@uninova.pt](mailto:recrutamento@uninova.pt) and to [sofiapv@uninova.pt](mailto:sofiapv@uninova.pt), within the deadline.

### **12. Satisfaction with Public Policies**

UNINOVA actively promotes a policy of non-discrimination and equal access, whereby no candidate may be privileged, benefited, harmed or deprived of any right or exempt of any duty on grounds, namely, of ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, origin ethnicity or race, territory of origin, language, religion, political or ideological convictions and trade union affiliation.

Under the terms of Decree-Law No. 29/2001, of February 3, candidates with disabilities have preference in equal classification, which prevails over any other legal preference. Candidates must declare in the application form, under oath, the respective degree of disability, the type of disability and the means of communication/expression to be used in the selection process, under the terms of the aforementioned diploma.

### **13. Data Protection**

In accordance with the RGPD – General Data Protection Regulation, the data collected will be processed exclusively for the processing of the application.