

P048-23-13066

## NOTICE

Under the terms of Article 11 of Ministerial Order nr. 233/2022, of 9 September, it is hereby made public that, by order of the Rector Amílcar Celta Falcão, of August 28, 2023 , is open for a period of 10 working days as from the date of publication of the extract of this Notice in the Diário da República, for the recruitment procedure for one position, category of Senior Technician, as a public service employment contract of undefined term resolutive contract of the staff map of the University of Coimbra.

**1. Applicable legislation:** General Labour Law in Public Functions, designated by LTFP, approved by Law nr. 35/2014, of 20 June; Labour Code, approved by Law nr. 7/2009, of 12 February; Law nr. 62/2007, of 10 September, establishing the legal regime of higher education institutions (RJIES); Decree Law nr. 29/2001, of 3 February, establishing the employment quota system for people with disabilities, with a degree of functional incapacity equal to or above 60%; Administrative Rule nr. 233/2022, of 9 September, regulating the competition procedure; Administrative Rule nr. 1553-C/2008, of 31 December, which approved the single remuneration table for workers in public functions; and Decree Law nr. 84-F/2022, of 16 December, which approves measures valuing for workers in public functions.

The legislation indicated should be considered in its current wording.

**2. Place of work:** Herbarium of the University of Coimbra

**3. Procedure reference:** P048-23-13066

**4. Job(s) characterization:**

Ensure the maintenance of non-computer equipment and herbarium facilities, guaranteeing the preservation of collections, their suitability for research, dissemination, and use by researchers; Perform the collection and herbarization (pressing, drying, and preparation of botanical specimens for inclusion in the herbarium), mounting, and recording of botanical specimens according to defined protocols; Apply specialized botanical knowledge in the critical and scientific identification of plants based on existing taxonomic literature; Organize, manage records, and include specimens in the Herbarium collection; Inventory taxa and assess the growth of the collection; Maintain a regular flow of loans and exchanges between institutions; Coordinate on-site use of the collection by researchers; Work on digitizing information, keeping herbarium specimen records in databases and digitizing the specimens; Train and supervise volunteers and herbarium technicians in all aspects of plant specimen preparation and conservation practices, data entry into the collection, georeferencing, digital imaging,

and routine maintenance tasks for collections; Provide support for outreach activities, such as school visits and UC study tours.

**5. Admission requirements:** Those set forth in art. 17 of LTFP:

- a. Portuguese Nationality, when not dispensed by the Constitution, international convention or special law;
- b. 18 years of age;
- c. Not inhibited from exercising public functions or not prohibited to exercise the ones he/she proposes to perform;
- d. Physical strength and mental profile indispensable to the performance of duties, and
- e. Compliance with mandatory vaccination laws.

**6.** By order of the Magnificent Rector dated 28/08/2023, issued under the terms of art. 24 of the LOE 2023, the present tender procedure is open to workers holding a public employment contract for an undetermined period of time, to workers with a fixed-term public employment contract or without a public employment contract, under the terms of the provisions of nr. 4 of art. 30 of LTFP and nr. 2 of art. 5 of Administrative Rule nr. 233/2022 of 09 September.

**7.** Candidates may not be admitted if they are cumulatively integrated in the career, are holders of the category and, if they are not in mobility, occupy job positions foreseen in the abovementioned staff map, identical to the job position(s) to be filled through this procedure, under the terms of paragraph k) of nr. 3 of article 11 of Ministerial Order nr. 233/2022, of 9 September.

**8. Academic qualifications:** Bachelor's degree in Environmental Sciences (CNAEF Code 422) and/or Biology and Biochemistry (CNAEF Code 421).

**Preferred requirements:** The candidate should hold a Master's degree in the field of plant diversity, be highly motivated, and possess significant experience in herbarium collections and related procedures. They should also have excellent organizational skills and the ability to establish necessary priorities for the maintenance of the UC Herbarium and its accessibility. The following specific skills are required: Proficiency in herbarium curation procedures, such as material incorporation, management of loans, donations, and visitors, mounting and specimen restoration; Knowledge of the flora of Portugal; Extensive experience in specimen digitization techniques and management of collection databases (particularly SPECIFY), image systems, and data aggregators; Field experience in Portuguese flora, floristic surveys, specimen collection, and proper information recording; Knowledge of threatened and endemic national flora; Experience in producing scientific content to support scientific outreach; A history of managing a diverse team of volunteers and training herbarium technicians; and proficiency in English.

## **9. Formalization of applications:**

**9.1 Application** procedure: the candidates must access and register in the electronic platform [apply.uc.pt](http://apply.uc.pt), to submit their application, selecting the procedure they wish to apply to.

The application is made by filling in the sections available in the electronic platform Apply UC, in "My application".

**9.2** The documents inserted in the application are exclusively in digital portable document format (pdf).

**9.2.1** - Each candidate must attach the following documents to his/her application:

Annex 1 - Copy of the documents proving the academic qualifications required in nr. 8. Candidates who hold academic qualifications obtained abroad must, until the application deadline, prove the respective recognition of the degree in Portugal, under the terms of Decree-Law nr. 66/2018, of 16th of August;

Annex 2 - *Curriculum Vitae*. The personal data, worthy of protection under the General Data Protection Regulation, should appear on a separate page from the rest of the information in the curriculum;

Annex 3 - Photocopies of documents proving the facts alleged in the Curriculum Vitae, and susceptible of weighting and evaluation during the Curricular Evaluation. Failure to attach them will imply the non-relevance of the alleged facts that have not been proved during the Curricular Evaluation.

**9.2.2** - In addition to the documents mentioned in point 9.2.1, candidates holding a public employment contract, except for candidates working at the UC at the time of their application, must also present:

Annex 4 - Declaration, issued and authenticated by the service of origin, which proves the category he/she holds, the career in which the candidate is integrated, the remuneration position, the nature of the public employment contract held, the respective seniority, as well as the qualitative and quantitative mentions obtained in the performance evaluations for the last 3 years or cycles;

Annex 5 - Declaration, issued and authenticated by the service of origin, containing the attribution, competence or activity characterising the functional content corresponding to the position that the candidate holds.

**9.2.3** - Candidates with disabilities, in order to be admitted to the competitive procedure in that capacity, must also present, together with the documents provided for in 9.2.1 and, where appropriate, in 9.2.2:

Annex 6 - Declaration, under oath, of the respective degree of disability and type of disability, as well as the necessary elements to ensure that the selection process for candidates with disabilities is adapted, in its different aspects, to the communication/expression capacities, in terms of paragraph f) of number 1 of Article 17 of the Ministerial Order nr. 233/2022, of 9 September, of the Decree-Law nr. 29/2001, of 3 February and of the articles 23 and 24 of the Labour Code, applicable by force of the provisions of line c), of nr. 1 of the article 4 of LTFP.

**9.3** - Failure to present the required documents, in accordance with point 9.2, will determine exclusion from the procedure, when the document in question is essential to verify admission requirements or to apply the selection methods. Failure to present the documents required under item 9.2.2 will determine, in any case, the assessment of the application as being a candidate without a previously constituted public employment relationship. Failure to present the documents required in item 9.2.3 will determine, in any case, the assessment of the application as being a candidate without a disability.

**9.4** - False statements made by the candidates shall be penalized in accordance with the law.

**10. Selection methods:** In the terms foreseen in nr. 6 of article 36 of LTFP and in nr. 1 of article 17 of the Ministerial Order nr. 233/2022, of September 9th, the only selection method applicable to all candidates will be curricular assessment (CA), as compulsory method.

**11.** The curricular evaluation (CA) aims to analyse the candidates' qualifications, weighting the most relevant elements for the position to be filled.

**12.** The final classification (CF) will be obtained on a scale from 0 to 20 values, considering the value until the hundredths, by applying the following formula, respectively

$$CF = (AC \times 100\%)$$

**13.** Candidates who score less than 9,5 points in one of the methods or phases, as well as candidates who do not attend or who withdraw from them, will be excluded from the procedure.

**14.** A final list of candidates shall be drawn up.

**15.** In case of equal value between candidates, the criteria for preferential ranking provided for in article 24 of the Ministerial Order nr. 233/2022, of 9 September, and those established in the Minutes will be adopted.

**16.** The minutes of the Jury meetings, containing the evaluation parameters and respective weighting of each of the selection methods to be used, the grading grid and the final evaluation system of the method, will be published in the electronic platform [apply.uc.pt](http://apply.uc.pt).

**17.** Besides the communications to the candidates, foreseen in the legislation in force, the list of candidates with the results obtained in each interim selection method and the final list of candidates will be published in the electronic platform [apply.uc.pt](http://apply.uc.pt).

**18.** The remuneratory position will obey the provisions of article 38 of the LTFP, with the position of reference being the 2nd remuneratory position of the *Técnico Superior*/Senior Technician career, level 16 of the Single Remuneration Table.

**19.** In compliance with paragraph h) of Article 9 of the Constitution, the University of Coimbra, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, taking scrupulous care to avoid any form of discrimination.

In this sense, no one shall be privileged, favoured, prejudiced, or deprived of any right or exempted from any duty on the basis of ancestry, age, sexual orientation, gender, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced capacity to work, disability, chronic

illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.

**20.** Considering the number of positions to be filled, the Jury is aware of the need to respect the quota for disabled persons under the terms of Article 3 of Decree-Law nr. 29/2001 of 3 February.

**21.** Jury:

President: Miguel Ângelo do Carmo Pardal, Full Professor at the Department of Life Sciences, Faculty of Sciences and Technology, University of Coimbra.

Effective Members: Maria de Fátima Matias Sales Machado, Associate Professor at the Department of Life Sciences, Faculty of Sciences and Technology, University of Coimbra, and Helena Maria de Oliveira Freitas, Full Professor at the Department of Life Sciences, Faculty of Sciences and Technology, University of Coimbra.

Alternate Members: Maria Teresa Silva Gonçalves, Assistant Professor at the Department of Life Sciences, Faculty of Sciences and Technology, University of Coimbra, and Jorge Manuel Pataca Leal Canhoto, Associate Professor with Aggregation at the Department of Life Sciences, Faculty of Sciences and Technology, University of Coimbra.

The President of the jury shall be substituted, in his/her absence or impediments, by the effective member indicated in first place.

The Human Resources Management Service Director, Maria Helena da Silva Matos