UNIVERSIDADE D
COIMBRA

MINUTES NO. 1

COMMON TENDER PROCEDURE FOR THE RECRUITMENT OF A SENIOR TECHNICIAN UNDER AN EMPLOYMENT CONTRACT IN PUBLIC FUNCTIONS WITH AN UNCERTAIN TERM, P048 –24-13659

On the 29 days of the month of May 2024 at 11:00 h, the members of the jury of the procedure identified above got together by videoconference, respectively, Doctor Manuel António da Silva Santos, Full Professor and Director of MIA – Multidisciplinary Institute of Ageing - Portugal, as President, Doctor Alessio Vagnoni, Principal Investigator of MIA – Multidisciplinary Institute of Ageing - Portugal e o Doctor Hugo Agostinho Machado Fernandes, Principal Investigator of MIA – Multidisciplinary Institute of Ageing - Portugal, as vowels members of the panel.

The purpose of the meeting was to establish the criteria and the weighting of the selection methods.

The tender procedure aims to occupy a job in the category of Senior Technician, for one position of an employment contract in public functions with an uncertain term, from the staff map of the University of Coimbra, with the following characterization:

Duties to be performed: help with planning, programming, and evaluation of the study; and application of methods and processes which support decision making related to the project. Contribute, independently or as part of a in group, to projects and support other activities within the scope of the lab.
Represent the lab to external audiences as appropriate, with support of team members. Support of ongoing projects in the laboratory, for example through maintenance of Drosophila laboratory stocks, food preparation for Drosophila, support for tissue culture work, genetics and molecular biology experiments. Assistance with purchase, maintenance and requests of laboratory stocks and consumables.
Candidates must have good command of the English language, both written and spoken.

Note: training will be provided to work with Drosophila

Required academic qualifications: Bachelor's degree in the scientific areas of Biology (CNAEF 421) and/or Life Sciences (CNAEF 420).

SELECTION METHODS
By rector's order issued on 24/04/2024 , it was determined (in accordance with the provisions of paragraph 6 of article 36 of Law no. 35/2014, of 20/06 and article 17 of Ordinance no. 233/2022, of 09/09) the application of a single mandatory selection method – **Curricular Assessment (AC)** – to all candidates.

The CURRICULAR EVALUATION - aims to analyze the qualification of the candidates, considering the most relevant elements for the position to be occupied. The curricular evaluation is expressed on a scale of 0 to 20 values, with evaluation up to the hundredths, and the classification is obtained through the weighted arithmetic average of the classifications of the elements to be evaluated.
Considering the position to be occupied, we unanimously decided on the most relevant elements to consider and their respective weighting:

	A. ACADEMIC QUALIFICATIONS
20	PhD in the area of the technical requirements and skills of the job
18	Master's degree in the area of the technical requirements and skills of the job with a classification equal to or higher than 14 (or equivalent if obtained outside Portugal)
14	Master's degree in the area of the requirements and technical skills of the job with a grade lower than 14 (or equivalent if obtained outside Portugal)
10	Bachelor's degree in the area of job requirements and technical skills

	B. . TRAINING RECEIVED, CARRIED OUT IN THE LAST 5 YEARS, RELATED TO THE REQUIREMENTS OF THE POSITION
20	Training in Drosophila genetics AND at least one from: microscopy, biochemistry, molecular biology
16	Training in at least two areas from: Drosophila genetics, microscopy, biochemistry, molecular biology
12	Training in either microscopy, biochemistry, or molecular biology AND another wet-lab or dry-lab technique
0	No relevant training

	C. PROFESSIONAL EXPERIENCE WITH AN IMPACT ON THE EXECUTION OF ACTIVITIES INHERENT TO THE JOB
20	> 3 years
16	Between 18 months and 3 years
12	< 18 months
0	No professional experience

	D. PUBLICATION OF PRIMARY SCIENTIFIC ARTICLES (INCLUDING REVIEW AND BOOK CHAPTERS) IN THE RELEVANT AREA OF COMPETENCES
20	> 4
16	2-4
12	1
0	No relevant published work

	E. LEVEL OF ENGLISH LANGUAGE SKILLS, BASED ON WRITTEN CV, FOR EXAMPLE ON EVIDENCE OF USE OF ENGLISH LANGUAGE (PAPERS WRITTEN, PRESENTATIONS DELIVERED, ENGLISH-TAUGHT DEGREES/TRAINING COMPLETED, ETC)
20	Advanced user, with knowledge level C or equivalent
14	Independent user, with knowledge level B or equivalent
0	Basic user, with knowledge level A or equivalent
0	Other levels of knowledge or no indication of English language skills

The final result of the evaluation will be obtained through the weighted arithmetic average of the classifications of the parameters to be evaluated, expressed in the following formula:

$$AC = (a \times 20\%) + (b \times 35\%) + (c \times 15\%) + (d \times 20\%) + (e \times 10\%)$$

FINAL ORDERING

The final ranking of the candidates will be expressed from 0 to 20 points, as a result of the weighted arithmetic average of the classifications obtained in each selection method, and in this case, it will be calculated using the following formula:

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

Where **CF** = Final Grade and **AC** = Curricular Evaluation.

The final ranking list of successful candidates is unitary.

Each of the selection methods is eliminatory.

Candidates who do not attend any of the selection methods or withdraw from them will also be excluded from the procedure.

In case of equal evaluation between candidates, the preferential ranking criteria provided for in article 24 of Ordinance no. 233/2022 will be adopted. If, after the application of the same, the equality of evaluation between candidates is maintained, the following criteria will be adopted:

a) Valuation of Professional Experience;

b) Enhancement of the publication of documents;

c) Evaluation of the Academic Qualification;

d) Valuation of Vocational Training.

Also considering the number of seats to be occupied, the Jury is aware of the need to respect the quota of disabled people under the terms of article 3 of Decree-Law no. 29/2001, of 3 February.

As there was nothing more to discuss, the meeting was closed and these minutes were drawn up and will be signed by all members of the Jury.
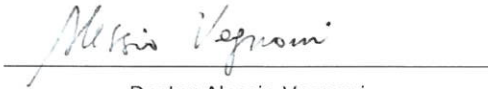
UNIVERSIDADE D COIMBRA

President

CHAVE MÓVEL

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Vowels

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