

P048-22-11564

## PUBLIC NOTICE

Pursuant to article 11 of Ordinance No. 125-A/2019, of April 30, in its current wording, it is made public that, by order of the Magnificent Rector, Prof. Doctor Amílcar Falcão, of 17/05/2022, is open, for a period of 10 working days from the date of publication of the extract of this Public Notice in the *Diário da República* [Official Journal of the Portuguese Republic], common tender procedure for the occupation of 1 career job and category of Senior Technician, in the form of employment contract in public functions, with an uncertain resolutive term on the staff map of the University of Coimbra.

1 - Applicable legislation: *Lei Geral do Trabalho em Funções Públicas* [Public Employment Act], designated by LTFP, approved by Law No. 35/2014, of 20 June; Labor Code, approved by Law No. 7/2009, of 12 February; Law No. 62/2007, of 10 September, which is the legal framework for higher education institutions (RJIES); Decree-Law No. 29/2001, of February 3, which consists of the employment quota system for people with disabilities, with a degree of functional disability equal to or greater than 60%; Ordinance No. 125-A / 2019, of April 30, amended and republished by Ordinance No. 12-A / 2021, of January 11, which regulates the processing of the tender procedure; Ordinance No. 1553-C / 2008, of December 31, which approved the single remuneration table for workers who exercise public functions; and Regulatory Decree No. 14/2008, of 31 July, which agrees on the levels of the single remuneration table corresponding to the remuneration columns of the general career categories.

The indicated legislation should be considered in its current wording.

2 - Workplace – Center for Higher Studies (in Alcobça) of the University of Coimbra.

3 - Procedure reference - P048-22-11564.

Funding project reference: Living the Future Academy Project supported by the PRR - Recovery and Resilience Plan, and by the Next Generation EU European Funds



4 - Characterization of the job(s): Consultative functions, study, planning, programming, evaluation and application of methods and processes of a technical and/or scientific nature, which support and prepare the decision, namely, execution functions in the following areas: Content production; social network management; production of press releases; local dissemination of activities and events; articulation with the UC Press Office; articulation with the local media; support for teacher training; support for lifelong learning activities; support for the accreditation of training actions; logistical support for seminars, colloquia and workshops; support for science dissemination activities carried out with school communities; production of scientific content to support exhibitions; monitoring and guided tours of exhibitions; support for all activities carried out; support in the preparation of applications for programs and projects; elaboration of activity proposals; logistical support for seminars, colloquia and other training courses; selection, organization, representation, dissemination and preservation of information from the General Library of the University of Coimbra; interlibrary loan support; support for customer service; support for the tasks carried out by the Center for Higher Studies of the University of Coimbra, in general.

5 - Admission requirements – Those contained in article 17 of the LTFP:

- a. Portuguese nationality, when not exempted by the Constitution, international convention or special law;
- b. Full 18 years of age;
- c. Non-inhibition of the exercise of public functions or non-interdiction for the exercise of those it proposes to perform;
- d. Physical robustness and psychological profile essential to the exercise of functions, and
- e. Compliance with mandatory vaccination laws.

6 - In compliance with the provisions of paragraph 3, article 30, of the LTFP, this tender procedure is open to workers with a public employment relationship for an indefinite period. Taking into account the principles of efficiency, speed and use of administrative acts, this tender procedure is also open to workers with a fixed-term public employment relationship or without a public employment relationship, pursuant to the provisions of no. 4, of article 30 of the LTFP, being, in any case, respecting the legal priorities and starting the recruitment, always, by the candidates approved in all selection methods holders of public employment relationship for an indefinite period previously constituted.

7 - Candidates who, cumulatively, are integrated in the career, are holders of the category and, if not in mobility, occupy jobs provided for in the above-mentioned staff map, identical to the position(s) of work to be occupied with this procedure, cannot be admitted, pursuant to subparagraph k) of paragraph 4 of article 11 of Ordinance No. 125-A/2019, of 30 April.

8 - Educational qualifications: Degree in Business Sciences.

9 - Formalization of applications:

9.1 - Application instructions: applicants must access and register on the electronic platform [apply.uc.pt](http://apply.uc.pt), to submit the application, selecting the procedure they intend to apply for.

The application instruction is carried out by filling in the sections available on the electronic platform Apply UC, under "My application"/ "A minha candidatura".

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

9.2.1 - Each candidate must attach the following documents to their application:

Annex 1 - Copy of the documents proving the educational qualifications required in point 8. Candidates for the competition who are holders of educational qualifications obtained abroad must, by the end of the application period, prove the respective recognition of the degree in Portugal, pursuant to Decree-Law No. 66/2018, of 16 August;

Annex 2 - Curriculum Vitae. Personal data, deserving of protection under the General Data Protection Regulation, must appear on a separate page with the remaining information in the curriculum;

Annex 3 - Photocopies of the certificates of the training actions attended, related to the functional area of the place for which you are applying and the certificate(s) proving language skills, when language knowledge is requested ( s) foreign(s).

9.2.2 - In addition to the documents referred to in point 9.2.1, candidates holding a public employment relationship, with the exception of workers belonging to the UC at the time of application, must also submit:

Annex 4 - Declaration, issued and authenticated by the service of origin, proving the category it holds, the career in which it is integrated, the remuneration position, the nature of the public employment relationship held, the respective seniority, as well as the qualitative and quantitative mentions obtained in performance evaluations relating to the last 3 years or cycles;

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

9.2.3 - Candidates with disabilities, for the purposes of admission to the tender procedure in that capacity, must also submit, together with the documents provided for in point 9.2.1 and, when applicable, in point 9.2.2 :

Annex 6 - Declaration, under commitment, of the respective degree of incapacity and type of disability, as well as the necessary elements to ensure that the selection process of candidates with disabilities

is adequate, in its different aspects, to the capacities of communication/expression, pursuant to paragraph f) of number 1 of article 19 of Ordinance No. 125-A/2019, of April 30, of Decree-Law No. 29/2001, and of Articles 23 .º and 24.º of the Labor Code, applicable under the provisions of subparagraph c) of paragraph 1 of article 4 of the LTFP.

9.3 - Failure to submit the required documents, in accordance with point 9.2, determines the exclusion from the procedure, in the case of a document essential to the verification of admission requirements or to the application of selection methods. Failure to submit the documents required in point 9.2.2 will, in any case, determine the assessment of the application as being a candidate without a previously established public employment relationship. Failure to submit the documents required in point 9.2.3 will determine, in any case, the assessment of the application as being a non-disabled candidate.

9.4 – False statements made by candidates will be punished under the law.

10 - Selection methods: Pursuant to paragraph 6 of article 36 of the LTFP, paragraph 1 of article 5 and paragraph 1 of article 6 of Ordinance no. 125-A/2019, of April 30:

10.1 - For the candidates identified in nos. 3 and 4 of article 30 of the LTFP, the following selection methods will be used:

I. Mandatory selection method(s): curriculum assessment (AC);

II. Optional or complementary selection method(s): professional selection interview (EPS).

11 - Curriculum assessment (AC) aims to analyze the qualifications of candidates considering the most relevant elements for the job position to be filled.

12 - The professional selection interview (EPS) aims to assess professional experience and behavioral aspects, namely those related to communication and interpersonal skills.

13 – The admitted candidates will be summoned to carry out the assessment methods, pursuant to article 10 of Ordinance No. 125-A/2019, of April 30, with indication of the location, date and time in which they must take place.

14 - The final classification (CF) will be obtained on a scale of 0 to 20 values, considering the valuation up to the hundredths, by applying the following formula, respectively:

$$CF = (AC \times 70\%) + (EPS \times 30\%).$$

15- Candidates who have obtained a valuation of less than 9.5 in one of the methods or phases are excluded from the procedure and the following method or phase is not applied, as well as candidates who they have not attended or they have dropped out.

16 - A final unitary list of candidates will be drawn up, even if, in the procedure, different selection methods have been applied.

17 - In case of equal valuation between the candidates, the preferential ranking criteria provided for in article 27 of Ordinance No. 125-A/2019, of April 30, and in art. 66 of the LTFP and those established in Minute No. 1.

18 - The minutes of the Jury meetings, which contain the evaluation parameters and respective weighting of each of the selection methods to be used, the classification grid and the method's final valuation system, will be published on the electronic platform [apply.uc.pt](http://apply.uc.pt).

19 - In addition to the communications to the candidates, provided for in the legislation in force, the list of candidates with the results obtained in each interim selection method and the unitary list of final ranking of the candidates will be advertised on the electronic platform [apply.uc.pt](http://apply.uc.pt), and posted on the Administration premises.

20 - Given the functional needs of the Service and the importance of their rapid supply for its regular operation, it is considered unfeasible to apply the selection methods in a single phase to all candidates, therefore, for In view of the urgent nature and nature of recruitment, the use of selection methods will be carried out, in a phased manner, in successive sets of 10 candidates under the terms of article 7 of Ordinance No. 125-A/2019 of April 30th.

21 - The remuneration position will comply with the provisions of article 38 of the LTFP, with the reference remuneration position being the 2nd remuneration position in the career of Senior Technician, level 15 of the Single Remuneration Table.

22 - In compliance with paragraph h) of article 9 of the Constitution, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, scrupulously providing for the to avoid any form of discrimination.



23 - Jury:

President – Cristina Maria Pinto Albuquerque Vice-Rector of the University of Coimbra and Assistant Professor of the Faculty of Psychology and Educational Sciences of the University of Coimbra.

Effective members – Delfim Ferreira Leão, Vice-Rector of the University of Coimbra and Full Professor at the Faculty of Arts of the University of Coimbra; Margarida Mendes Coelho Anastácio, Superior Technician of the Center for Higher Studies of the University of Coimbra in Alcobaça

Substitute members – Alexandre Miguel Marques Pimentel Leal, Head of Projects and Activities Division at the University of Coimbra; José Ricardo Miranda Dias, Project Coordinator at the University of Coimbra;

The President of the jury will be replaced, in her absences or impediments, by the effective member indicated in first place.

01/06/2022

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

