

Recruitment and Selection Process for Admission of a Senior Technician

TS – Geração 21

Application deadline: from 12 to 30 December 2022

A recruitment and selection process is open, to admit a Senior Technician under a work contract for a period of twelve months, to the Public Health Institute of the University of Porto (ISPUP).

Job Description: Research Assistant in the Generation 21 cohort

Work Plan: The selected candidate will perform tasks within the Generation 21 population-based birth cohort. Key tasks will be:

- a) Contact participants, send invitations and schedule interviews
- b) Clarify any doubts participants have about the study
- c) Collaborate in conducting interviews with cohort participants
- d) Help in the preparation of the photo voice method
- e) Check transcripts of interviews with cohort participants

Workplace and Supervision: The work will be carried out at the Public Health Institute of the University of Porto (ISPUP), under the supervision of Sahra Gibbon and Susana Santos.

Salary and duration of the contract: The normal weekly working period is forty hours a week, with a basic monthly remuneration of €1,151.41, plus a daily meal allowance (€4.77), holiday and Christmas allowance. The contract will run for twelve months.

Admission Requirements

All individuals of legal age, possessing the following mandatory minimum requirements, supported by documents, may apply:

- a) Academic Qualifications – Degree in the areas of Health Sciences and/or areas considered to be related (sociology, anthropology, psychology...);

Conditions of preference or to be valued:

- a) Professional experience in ISPUP research cohorts (EPITeen, EPIPorto, Generation 21) or knowledge about them;
- b) Professional experience or academic training in conducting interviews;
- c) Immediate availability to start;
- d) Good ability to communicate by telephone and in person;
- e) Organizational skills and method as well as having a team spirit, orientation for results, responsibility and commitment to service and teamwork.

Application submission

Documents/information to be submitted

- Qualification certificate, with final average;
- Curriculum Vitae with a description of professional experience, in particular the most relevant to the job you are applying for;
- Application letter;
- Other documentation considered relevant.

The formalization of applications must be carried out by email, until December 30, 2022, to the address candidaturas@ispup.up.pt, with the subject “TS – Geração 21”.

Ranking of Applications

Applications that do not meet any of the admission and candidacy requirements are excluded, namely failure to submit all requested documents implies exclusion from the selection process. Applications will be ordered based on curriculum evaluation and, if the jury deems it necessary, an interview will be used. In all cases, consideration will be given to suitability of the candidate's profile to the functions/activities to be carried out, with particular focus on training and professional experience.

Composition of the Selection Jury

Effective element: Doctor Henrique Barros

Effective element: Doctor Susana Santos

Effective element: Doctor Sahra Gibbon

Substitute element: Doctor Sílvia Fraga

Substitute element: Doctor Raquel Lucas

Notification of the results:

The final evaluation result will be sent individually to all candidates via email in accordance with the GDPR – General Data Protection Regulation.

The final evaluation results will be disclosed by sending the minutes by email to the address indicated by the candidates in the submitted Curriculum Vitae. Candidates have a period of 10 working days, counting from the day immediately after notification, to give their opinion, if they wish, in a prior hearing.

ISPUP is free to fill the position or not, and may suspend or terminate the process at any time, simply informing all candidates.

Non-discrimination and equal access policy:

ISPUP 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 from any duty due to , namely, 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, ethnic origin or race, territory origin, language, religion, political or ideological convictions and trade union affiliation.

Privacy and data protection policy:

ISPUP is committed to complying with personal data protection legislation in order to protect the data and privacy of employees, students and partners. As controller, ISPUP undertakes to treat all data collected in the application process in accordance with the procedures defined in the legislation on data protection and in accordance with the provisions of the Privacy Policy.