

## Notice of the opening of the international selection procedure for the recruitment of one Executive Director to carry out management activities at the Institute of Public Health of the University of Porto

The Institute of Public Health of the University of Porto (ISPUP) is hiring an Executive Director under the doctoral hiring regime, approved by Law No. No. 57/2016, of 29 August, amended by Law No. 57/2017, of July 24, in the current wording, to fill a doctorate place.

The position is for conducting executive management activities at the ISPUP and its Associated laboratory - Laboratory for Integrative and Translational Research in Population Health (ITR). ITR is funded by national funds, through FCT financing programme (LA/P/0064/2020) and ISPUP is the main management institution of ITR.

The tender is open for thirty working days from the immediate working day on which this notice is published in the EURAXESS.

### 1. Functional Content:

The element to be hired will be responsible for the steering and management operation of the ISPUP and ITR.

The role of the executive director is to design, develop and implement strategic plans for the organization in a manner that is both cost and time-efficient. The executive director is also responsible for the day-to-day operation of the organization, which includes managing committees and staff as well as developing management plans in collaboration with the board.

The executive director is accountable to the board of directors and reports to the board regularly as defined by the organization's guidelines. The board sets the vision through a high-level strategic plan and the executive director will create the implementation plans that support the strategic plan.

Together with the ISPUP's and ITR's directive board, this professional will define the strategy to constitute a Coordination Office devoted to coordinating: Human Resources, Scientific and Financial departments.

The candidate must have:

- 1) PhD in an area relevant to Population Health (for over 5 years);
- 2) Proven previous experience in similar functions or relevant to the position;
- 3) Fluent in Portuguese and English (Spoken and written).

It will be particularly appreciated:

- 1) Formal education or training in leadership, management;
- 2) International experience.

All national, foreign or stateless persons who hold a doctorate and a scientific and professional curriculum that reveals an appropriate profile to the activities above mentioned can apply to this call.

*Note: If the PhD degree has been awarded by a foreign higher education institution, it must be recognized by a Portuguese higher education institution, under the terms of Decreto-Lei n.º 66/2018, de 16 de Agosto. This Decreto-Lei approves the legal regime of recognition of academic degrees and diplomas of Higher Education, and any formalities established there, must be completed by the application deadline.*

## **2. Workplace:**

Institute of Public Health of the University of Porto, at Rua das Taipas 135-139 4050-600, Porto, Portugal.

## **3. Applicable legislation:**

The hiring will be governed by the Decree Law No. 57/2016 of August 29 (modified by Law No.57/2017, of July 24) that establishes the legal framework for contracting PhD holders and the Labour Code, approved by Law no. 7/2009, of 12th February, in its current wording.

## **4. Duration:**

Work contract with non-fixed term according to the Labour Code, expected to start in February of 2023.

## **5. Monthly Salary:**

The monthly salary is set following the Decree-Law No. 124/99, corresponding to level 220, of the Scientific Research Career Statute at 3.611,83 Euros gross.

## **6. Selection procedure:**

Curricular evaluation (CE), via *curriculum vitae* (70%) and motivation letter (20%) — 90 %;  
Interview (I) — 10 %.

The classification will be expressed in a scale range (0-20 points), using the formula: Final Classification= 90 % \* CE + 10 % \* I

The best 5 candidates will be selected to interview (candidates with CE>15 will be selected).

## **7. Members of the Jury:**

### **President:**

Henrique Barros, Instituto de Saúde Pública da Universidade do Porto (ISPUP) / Faculdade de Medicina da Universidade do Porto (FMUP)/ Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

**Effective members:**

Carla Lopes, Instituto de Saúde Pública da Universidade do Porto (ISPUP) / Faculdade de Medicina da Universidade do Porto (FMUP)/ Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

João Niza Ribeiro, Instituto de Saúde Pública da Universidade do Porto (ISPUP) / ICBAS - Instituto de Ciências Biomédicas Abel Salazar / Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

Jorge Mota, Faculdade de Desporto da Universidade do Porto (FADEUP) / Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

Mariana Monteiro, ICBAS - Instituto de Ciências Biomédicas Abel Salazar / Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

Nuno Lunet, Instituto de Saúde Pública da Universidade do Porto (ISPUP) / Faculdade de Medicina da Universidade do Porto (FMUP)/ Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

Sílvia Fraga, Instituto de Saúde Pública da Universidade do Porto (ISPUP) / Laboratório associado para a Investigação Integrativa e Translacional em Saúde Populacional (ITR).

**8. Non-discrimination and equal access policy:**

ISPUP actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

**9. Documents Required:**

Applications must be formalized by a motivation letter along with the following documents: *Curriculum Vitae*, PhD certificate and other relevant documents (namely proving professional experience).

**The application must be presented in English.**

Applications must be sent by email to "[candidaturas@ispup.up.pt](mailto:candidaturas@ispup.up.pt)", within the timeframe of the call, and highlighting the following reference in the subject field of the application email: "LA-Diretor Executivo".

#### **10. Notification of results:**

The results of the evaluation will be announced by email, to the email address indicated in the application process. Candidates have a period of 10 working days, counting from the day immediately following the notification, to express their opinion, if desired, in a preliminary hearing.

#### **11. Privacy and data protection policy:**

ISPUP is committed to complying with personal data protection legislation to protect the data and privacy of employees, students and partners. As responsible for the processing, ISPUP undertakes to process all data collected in the application process following the procedures defined in the data protection legislation and under the provisions of the Privacy Policy.

25<sup>th</sup> November, 2022.

President of Direction

Prof. Doutor José Henrique Dias Pinto de Barros.