

RECRUITMENT AND SELECTION PROCESS FOR ADMISSION OF TWO SENIOR TECHNICIANS

A recruitment and selection process is open, intending to hire two Senior Technicians within the framework of the “HfPT – Health From Portugal” project (reference: **C630926586-00465198**), at the Institute of Public Health of the University of Porto, funded by the Portuguese Recovery and Resilience.

Application period: 29 may - 16 june 2023

1. Applicable legislation (in Portuguese):

Nos termos previstos do Código do Trabalho, aprovado pela Lei n.º 7/2009, de 12 de fevereiro, torna-se público que se encontra aberto um processo de recrutamento e seleção, com vista à admissão de dois Técnicos Superiores em regime de contrato individual de trabalho de direito privado, termo resolutivo incerto, para Instituto de Saúde Pública da Universidade do Porto.

O período normal de trabalho semanal é de quarenta horas. A remuneração será enquadrada no nível remuneratório 12-A da categoria profissional de Técnico Superior da tabela que corresponde do Regulamento, despacho (extrato) n.º 3437/2013, publicado no Diário da República, 2.ª série n.º 44, de 4 de março, acrescida do subsídio de refeição.

2. Admission requirements:

All individuals of legal age, with the following mandatory requirements, may apply:

- a) Degree in Applied Mathematics, Computer Science or Biomedical Engineering

If the degree has been obtained in a higher education institution outside Portugal, it needs to be recognized by a Portuguese higher education institution as stated in article 25 of Decreto-Lei n.º 66/2018, de 16 de Agosto, that approves the legal framework for the recognition of academic degrees and higher education diplomas awarded by foreign higher education institutions and point e) of number 2 of article 4 of Decreto-Lei n.º 60/2018, de 3 de Agosto, with the requirement that any formal procedures established there are completed at the moment of hiring.

3. Preferred conditions:

Preference will be given to candidates who demonstrate:

- a) Previous professional experience in database management;
- b) Participation in research projects.

4. Work plan:

The functions to be performed include planning and executing various activities related to:

- a) Database management;
- b) Connection of registers;
- c) Development of algorithms for data analysis;
- d) Experience in R language;
- e) Statistical analysis of data;
- f) Production of reports.

5. Place of work: The work will be conducted at Instituto de Saúde Pública da Universidade do Porto (ISPUP), at Rua das Taipas, 135 – Porto, Portugal.

6. Remuneration and Contract Duration

The normal weekly working period is forty hours a week, with a basic monthly salary of 1283.25€, plus a daily meal subsidy (€6), holiday and Christmas subsidy.

The contract has an uncertain resolutive term, with an expected duration of 24 months, depending on the duration of the project and budget availability, and cannot exceed its term, ending on December 31, 2025.

7. Formalization of applications

Applications must be formalized via email by June 16th, 2023, to the address candidaturas@ispup.up.pt, with the ref^a “Técnico – Hfpt – Health From Portugal” in the subject, accompanied by the following documents, of presentation mandatory:

- a) Curriculum Vitae;
- b) Qualification certificate;

- c) Letter of Motivation for the position in question, as well as a reference to the availability to start functions;
 - d) Copy of document(s) proving professional experience;
 - e) Any documents that candidates consider to be relevant to the assessment of their merits.
8. If the documents identified above are not presented in the application, this will result in the administrative exclusion of candidates.
9. Selection will be based on curriculum evaluation and eventually complemented by a professional interview with the three best-ranked candidates, if the Selection Committee deems it necessary. The respective assessment and weighting criteria for curriculum evaluation and any personal interview, including the respective grading formula, are set out in the minutes of the Selection Committee's meeting criteria.
10. Failure of candidates to attend the possible interview phase of the selection process is equivalent to withdrawing from the competition, being excluded from the procedure.
11. If none of the candidates demonstrates having the profile indicated for carrying out the work plan, the Selection Committee reserves the right not to allocate the vacancy in the competition.

12. Composition of the Jury:

President – Henrique Barros

Member of the Jury – Sílvia Fraga

Member of the Jury – Milton Severo

Alternate member of the Jury – Raquel Lucas

Alternate member of the Jury – Andreia Oliveira

13. Form of advertising/notification of results

The final results of the evaluation will be disclosed by sending the minutes via email provided at the time of application. The candidates have a period of 10 working days, counting from the day immediately after the notification, to give their opinion, if they wish, in a prior hearing.

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

15. Non-discrimination and equal access policy

ISPUP actively promotes a policy of non-discrimination and equal access so that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due to, in particular, ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, the territory of origin, language, religion, political or ideological beliefs and trade union membership.

16. 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 the controller, ISPUP undertakes to process all data collected in the application process following the procedures defined in the data protection legislation and per the stipulations of the Privacy Policy.