

CALL FOR TO THE RECRUITMENT OF A SENIOR TECHNICIAN AT THE INSTITUTE OF PUBLIC HEALTH OF THE UNIVERSITY OF PORTO (ISPUP)

The Institute of Public Health of the University of Porto (ISPUP) is opening a call for one (01) Senior Technician (“Técnico Superior”) within the framework of the project “**PRUDENT: Prioritization, Incentives and Resource Use for Sustainable Dentistry**”, reference n-º **101094366**, funded by the European Commission under the Horizon Europe programme.

Application deadline: 15 June to 15 July 2023

1. Applicable Legislation

Labour Code, approved by Law no. 7/2009, of 12 February.

The remuneration will be regulated in the remuneration level 12-A of the professional category of “Técnico Superior” of the table that corresponds to the Tabela de Remunerações - Pessoal TEG – 2023 of the University of Porto (Order n.º 5030/2023, published in the Diário da República, 2nd series nº 82, of 27 April), plus the meal allowance.

2. Admission requirements:

Applicants must comply with the following requirements, for which documentary evidence must be provided:

- a) Degree/Master in Dentistry, Medicine, Microbiology, Nutrition, Nursing, Health Sciences, or similar areas, Master’s degree in Public Health and Master’s degree in Health Education.

If the candidate holds a degree awarded by a foreign higher education institution, it must be recognized by a Portuguese higher education institution, in accordance with the provisions of article 25 of Decree-Law no. 66/2018 of 16 August, which approves the legal regime for the recognition of academic degrees and higher education diplomas awarded by foreign higher education institutions and Article 4 (2) (e) of Decree-Law no. 60/2018 of 3 August, and any formalities established therein be fulfilled up to the date of the contracting act.

3. Preference conditions

Preference will be given to candidates who demonstrate:

- a) Previous experience in data collection of oral health and disease indicators;
- b) Previous experience in participating in research projects, including data entry, database management, data analysis and writing of technical and scientific reports.
- c) Fluency, written and spoken, in English and Portuguese.

4. Job Responsibilities

The tasks to be performed include planning and carrying out activities related to:

- a) Supporting the data collection on oral health and disease indicators;
- b) Supporting the design and administration of questionnaires;
- c) Responsibility for data entry, database management, and data analysis
- d) Writing technical-scientific reports
- e) Other related tasks defined by the principal investigator.

5. Workplace and Supervision

The work will be developed at the Faculty of Dental Medicine of the University of Porto and eventually at the Public Health Institute of the University of Porto under the supervision of Prof. Maria de Lurdes Ferreira Lobo Pereira, Faculty of Dental Medicine, University of Porto.

6. Remuneration and Duration of the Contract

The normal weekly working hours are forty hours per week, with a gross monthly remuneration of 1.283,25 euros, plus meal allowance (6 euros), to which will be added annual leave and Christmas allowances. The contract will have a maximum duration of twelve months.

7. Formal application procedure

The application is open from June 15th to 15th July 2023, and all the required documents (listed below) must be sent by email (to: candidaturas@ispup.up.pt) indicating the position reference “Técnico – PRUDENT” in the subject.

- a. Curriculum vitae;
- b. Copy of the qualifications certificate;

- c. Motivation Letter for the function in question, as well as reference to the availability of starting functions;
 - d. Copy of document(s) proving professional experience;
 - e. Any other documents that the candidates may consider relevant for the assessment of their merit.
- 8.** Failure to comply with these requirements will determine the immediate rejection of the application.
- 9.** Selection will be based on curriculum evaluation and eventually complemented by a professional interview with the three best-ranked candidates if the Selection Panel 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 Panel's meeting criteria.
- 10.** The non-attendance of candidates at the eventual interview phase of the selection process shall be considered as withdrawal from the competition and they shall be excluded from the procedure.
- 11.** In the eventuality that none of the candidates demonstrates to have the profile indicated for the execution of the work plan the Selection Committee reserves the right not to allocate the vacancy of the competition.
- 12. Composition of the Jury:**
- President – Professor Doutor Paulo Rui Galvão Ribeiro de Melo
- Member of the Jury – Professor Doutora Maria de Lurdes Ferreira Lobo Pereira
- Member of the Jury – Professor Doutor Álvaro Amadeu Ferreira de Azevedo
- Alternate member of the Jury – Professora Doutora Inês Alexandra Costa Morais Caldas
- Alternate member of the Jury – Professora Doutora Maria Benedita Almeida Garret Sampaio Maia Marques

13. Form of publication/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 by informing all candidates.

15. Policy of non-discrimination and equal access

ISPUP actively promotes a policy of non-discrimination and equal access, whereby no candidate may be privileged, benefited, prejudiced or deprived of any right or exempted from any duty on the basis of ancestry, age, gender, 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 of origin, language, religion, political or ideological beliefs or affiliation with a professional union.

16. Data protection and privacy policy

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