

RECRUITMENT AND SELECTION PROCESS FOR ADMISSION OF A SENIOR TECHNICIAN

A recruitment and selection process is open, intending to hire one Senior Technician within the framework of the **“HUG: The health impacts of inner-city gentrification, displacement and housing insecurity: a quasi-experimental multi-cohort study” project (reference: PTDC/GES-OUT/1662/2020)**, at the Institute of Public Health of the University of Porto, funded by the Foundation for Science and Technology (FCT).

Application period: November 27 to December 12, 2023

1. Applicable legislation:

Under the terms of the Código do Trabalho, approved by Lei 7/2009, of 12 February, it is hereby made public that a recruitment procedure is open for the admission of a Senior Technician, as an individual employment contract of finite duration, at the Institute of Public Health, University of Porto.

The remuneration corresponds to the remuneratory position 12-A of the Senior Technician professional category in the table corresponding to the regulation, Despacho n.º 5030/2023, published in the Diário da República, number 82, 2nd series, of April 27th, plus meal allowance.

2. Admission requirements:

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

Higher education degree in Geography

Or

Higher education degree, coupled with demonstrated formal training in GIS (Geographical Information Systems).

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, of August 16, 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 no. 2 of article 4 of Decreto-Lei n.º 60/2018, de August 3rd, 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) Professional experience in the Geographic Information Systems field;
- b) Professional experience in the Public Health or Epidemiology fields;
- c) Experience in scientific research

4. Work plan:

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

- a) Georeferenciation of addresses using Geographic Information Systems;
- b) Measurement of environmental expositions by cross-checking geographical databases from different sources (for example: census, raster and vector layers);
- c) Writing scientific articles, communications and reports;
- d) Activities of communication and dissemination within the project.

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, under the supervision of Doctor Ana Isabel Ribeiro.

6. Remuneration and Contract Duration

The normal weekly working period is forty hours a week, with a basic monthly salary of 1.283,43 €, plus a daily meal subsidy (6.00 €), holiday and Christmas subsidy. The contract has a fixed-term, with a duration of 6 months.

7. Selection methods

Selection will be based on curriculum evaluation (CE) and, if deemed necessary by the jury, a selection interview (SI) with the top 3 candidates whose score in the curriculum evaluation is equal to or greater than ten points. The final score will be calculated using the following formula: $0,6 \times \text{CE (curricular evaluation)} + 0,4 \times \text{I (interview)}$, on a scale of 0-20 points. If no interview is conducted, the final score will be the same as the CE score. 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.

The criteria for curriculum evaluation are (0 to 20 points):

- a) Academic trajectory (10 points);
- b) Professional experience (3 points);
- c) Experience in research activities (2 points);
- d) Motivation letter (5 points).

The criteria for the selection interview, if conducted, will be (0 to 20 points):

- a) Motivation and availability (5 points);
- b) Technical knowledge of GIS (5 points);
- c) Interpersonal skills (5 points);
- d) Communication skills, including proficiency using the English language (5 points).

8. Formalization of applications

Applications must be formalized via email by december 12, 2023, to the address candidaturas@ispup.up.pt, with the ref^a “Técnico Superior – HUG” in the subject, accompanied by the following documents, of mandatory presentation:

- 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 training in GIS (if applicable);
- e) Copy of document(s) proving professional experience (if applicable);
- f) Any documents that candidates consider to be relevant to the assessment of their merits.

9. Failure to present the documents identified above in the application will determine the administrative exclusion of the candidates.

10. 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.

11. Failure of candidates to attend the possible interview phase of the selection process is equivalent to withdrawing from the competition, leading to the exclusion from the procedure.

12. 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.

13. Composition of the Jury:

President – Doctor Ana Isabel Ribeiro

Member of the Jury – Doctor José Pedro Silva

Member of the Jury – Doctor Raquel Lucas

Alternate member of the Jury – Doctor João Cavaleiro Rufo

Alternate member of the Jury – Doctor Paula Meireles

14. 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.

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

16. 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.

17. 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.