

RECRUITMENT AND SELECTION PROCESS FOR ADMISSION OF ONE SENIOR TECHNICIAN

A recruitment and selection process is open, intending to hire one Senior Technician within the framework for the Epidemiology Research Unit (EPIUnit), at the Institute of Public Health of the University of Porto, reference UIDB/04750/2020, funded by the Foundation for Science and Technology (FCT) under Regulation on the Evaluation and Multiannual Financing of R&D Units.

Application period: December 20, 2023 to January 04, 2024

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 with undefined 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:

- a) Higher education degree - Degree in nursing

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 population-based longitudinal studies, preferably in those conducted in ISPUP;
- b) Professional experience in nursing;
- c) Immediate availability to start work;
- d) Good interpersonal communication skills;
- e) Capacity for organization and method as well as team spirit, results orientation, responsibility, commitment, and teamwork.

4. Work plan:

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

- a) Carrying out physical assessment exams for mothers and Generation 21 participants in the 18 years old assessment (anthropometry, body perimeters, bioimpedance, blood pressure);
- b) Carrying out blood samples collection from mothers and Generation 21 participants in the 18 years old assessment;
- c) Correction of databases and support in biobank management.

5. Place of work: The work will be conducted at the Department of Public Health and Forensic Sciences, and Medical Education of the Faculty of Medicine of University of Porto, under the supervision of Doctor Susana Santos and Henrique Barros.

6. Remuneration and Contract Duration

The normal weekly working period is forty hours a week, with a basic monthly salary of 1.283,25 €, plus a daily meal subsidy (6.00 €), holiday and Christmas subsidy.

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: $0.4 \times CE$ (curricular evaluation) + $0.6 \times I$ (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) Final degree grade (maximum of 5 points): ≤ 14 values (0 points); 15 values (1 point); 16 values (2 points); 17 values (3 points); 18 values (4 points); 19 ou 20 values (5 points);
- b) Professional experience in population-based longitudinal studies, preferably in those conducted in ISPUP (maximum of 10 points): no experience was mentioned (0 points); depending on the relevance of the experience, according to the description made by the candidate (up to 10 points);
- c) Professional experience in nursing; (maximum of 5 points): no experience was mentioned (0 points); depending on the relevance of the experience, according to the description made by the candidate (up to 5 points);

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

- a) Specific knowledge for carrying out the work plan (10 points);
- b) Communication ability (4 points);
- c) Motivation for the planned activities (3 points);
- d) Attitude and posture (3 points).

8. Formalization of applications

Applications must be formalized via email by January 04, 2024, to the address candidaturas@ispup.up.pt, with the ref^a “Enfermeiro – G21” in the subject, accompanied by the following documents, of mandatory presentation:

- Certificate of qualifications, with final average grade;
- Curriculum Vitae with a description of professional experience, particularly that which is most relevant to the role being applying for;
- Other documentation considered relevant.

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 Susana Santos

Member of the Jury – Doctor Henrique Barros

Member of the Jury – Doctor Andreia Oliveira

Alternate member of the Jury – Doctor Sílvia Fraga

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.