

## **RECRUITMENT AND SELECTION PROCESS FOR ADMISSION OF RESEARCH ASSISTANT**

A recruitment and selection process is open, intending to hire one Research Assistant within the framework of the "SafeSpace - Point-of-Care Community Hubs: Combined Prevention, Early Diagnosis and Access to Treatment and Services by and for the Community" project, reference SafeSpace - ADPP, at the Institute of Public Health of the University of Porto, funded by the under the partnership agreement between *Ajuda de Desenvolvimento de Povo para Povo Guiné-Bissau* (ADPP-GB) and Institute of Public Health of the University of Porto (ISPUP).

**Application period:** 11<sup>th</sup> to 24<sup>th</sup> December 2024

### **1. Applicable legislation**

Under the terms of the Código do Trabalho, approved by Lei 7/2009, of 12 February, it is hereby announced that a recruitment and selection process has been opened for the recruitment of a Research Assistant under an individual employment contract under private law, for an indefinite term, during the term of the aforementioned project, for the Institute of Public Health of the University of Porto.

The remuneration will be framed within the salary level corresponding to the first position in the professional category of Research Assistant in the Single Salary Table, corresponding to salary level 25, plus the meal allowance.

### **2. Admission requirements**

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

- a)** Master degree in Public Health or related areas;

*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 3<sup>rd</sup>, 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)** Experience of working in multidisciplinary teams, in particular with community stakeholders and health services providers on the topic HIV and other sexually transmitted infections
- b)** Participation in scientific research projects in areas related to the epidemiology and prevention of HIV and other sexually transmitted infections;
- c)** Experience in the design and management of data collection instruments;
- d)** Knowledge of data analysis and proficiency in using statistical software, such as SPSS, R or STATA;
- e)** Publication of scientific articles and/or conference abstracts;
- f)** Availability for international travel, mostly to Guinea-Bissau to monitor the project;
- g)** Fluency in English and Portuguese, spoken and written, and basic knowledge of French.

### **4. Work plan**

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

- a)** Development and implementation of data collection tools in collaboration with the different project partners and relevant local stakeholders;



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- b)** Training and capacity building of community health workers and other local agents involved in the project's data collection and implementation;
- c)** Management and analysis of data collected within the scope of the project;
- d)** Preparation of regular reports to monitor data collection and project implementation;
- e)** Local monitoring of project's implementation;
- f)** Preparation and writing of scientific articles;
- g)** Preparation of abstracts and presentations at national and international conferences;
- h)** Organization and participation of team meetings and meetings with project partners and other relevant activities.

#### **5. Place of work**

The work will be conducted at Instituto de Saúde Pública da Universidade do Porto (ISPUP), under the supervision of Doctor Paula Meireles.

#### **6. Remuneration and Contract Duration**

The normal weekly working period is forty hours a week, with a basic monthly salary of €1861.25, plus a daily meal subsidy (€6.00), holiday and Christmas subsidy. The contract will be for an indefinite period, as long as it does not exceed the duration of the project on March 31, 2027.

#### **7. Selection methods**

Selection will be based on curriculum evaluation (CE) and, if deemed necessary by the jury, a selection interview (I) 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:  $0,7 \times$



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CE + 0,3 x I, 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 path (0 to 2 points);
- b)** Participation and integration in multidisciplinary scientific research teams (0 to 2 points);
- c)** Work experience in the implementation of community-based scientific research projects (0 to 5 points);
- d)** Knowledge within the scope of the project, namely epidemiology of HIV and other sexually transmitted infections, proven through training or scientific work (0 to 4 points);
- e)** Knowledge in quantitative data analysis (SPSS, R or STATA), proven through training or scientific work (0 to 3 points);
- f)** Publication of scientific articles and communications in conferences (0 to 2 points);
- g)** Proficiency in English, written and spoken, and basic knowledge of French (0 to 2 points).

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

- a)** Knowledge and experience to conduct the work plan (0 to 9 points);
- b)** Motivation to participate in the research project (0 to 4 points);
- c)** Interpersonal communication skills (0 to 3 points);
- d)** Professional attitude (0 to 4 points).

## **8. Composition of the Jury**

President – Paula Meireles

1<sup>st</sup> Effective member – Sara Soares

2<sup>nd</sup> Effective member – Mariana Amorim

1<sup>st</sup> Alternate member – Henrique Barros

2<sup>nd</sup> Alternate member – Raquel Lucas

## **9. Formalization of applications**

The applications should be formalized, obligatorily, via email by December 24, 2024, to the address [candidaturas@ispup.up.pt](mailto:candidaturas@ispup.up.pt), with the reference "Research Assistant – SafeSpace" in the subject, accompanied by the following documents, of mandatory presentation:

**a)** Curriculum Vitae;

**b)** Qualification certificate with the final classification obtained and the respective academic degree recognition by a Portuguese higher education institution (if applicable).

The degree recognition must be duly proven until the act of hiring. If the recognition of the degree is under review, should be send proof of the request;

**b)** Letter of motivation for the position in question, as well as a reference to the availability to start functions;

**c)** Other documents deemed relevant by the candidate.

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

**11.** Selection will be based on Curriculum Evaluation (CE) and eventually complemented by a Professional Interview (I) with the three best-ranked candidates, if the Selection Committee deems it necessary. The respective assessment and weighting criteria for Curriculum Evaluation



and any Professional Interview, including the respective grading formula, are set out in the minutes of the Selection Committee's meeting criteria.

**12.** 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.

**13.** 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.

**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.



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### **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.