

NOTICE OPENING OF RECRUITMENT AND SELECTION PROCESS FOR AN EXTERNAL EVALUATOR IN THE SERVICE PROVISION REGIME

A recruitment and selection process are open, with a view to hiring an External Evaluator / Research Assistant within the scope of the project “VAX-Action: Tackling Effectively Vaccine Hesitancy in Europe”, reference 101133273 at the Institute of Public Health of the University of Porto, funded by the European Union and European Health and Digital Executive Agency (HADEA).

Application deadline: 29 January to 04 February 2025

1. Applicable legislation

In accordance with the Public Contracts Code, Decree-Law No. 18/2008, of January 29, and its amendments, and Article 1154 of the Portuguese Civil Code, Decree-Law No. 47344, it is hereby announced that a recruitment and selection process is open for the hiring of an External Evaluator/Research Assistant under a service provision contract, during the term of the aforementioned project, for the Institute of Public Health of the University of Porto.

2. Admission requirements

All individuals of legal age who meet the following mandatory requirements may apply:

- a)** Integrated Master in Medicine or Master in Public Health;
- b)** Proficiency in Portuguese language written and spoken.

3. Preferred conditions

Preference will be given to candidates who demonstrate:



- a. Research experience or related work evaluation of health interventions;
- b. Research or work experience related to conducting interviews or administering questionnaires;
- c. Experience writing reports for stakeholders spanning the public policy cycle;
- d. Proficiency in English, spoken and written;
- e. Availability to attend a training course of the methodology used for external evaluation planned to take place in Lisbon.

4. Functions

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

- a) Implementation of external monitoring analysis of Work Packages (WP) 4 and 5 under the coordination of WP3;
- b) Production of an external evaluation report of interventions of WP4 and 5;
- c) Participation in the final WP3 seminar (February 2026).

5. Workplace and supervision

The work will be carried out at the Institute of Public Health of the University of Porto (ISPUP), under the supervision of Dr. Paula Meireles.

6. Contracting regime, Duration and Remuneration

The amount to be paid for the provision of services corresponds to a gross hourly rate of €19.88 (nineteen euros and eighty-eight cents) equivalent to the cost of the Research Assistant Category, according to the scientific research career of the Single Remuneration Table. A service provision contract will be signed for a maximum period of 16 months, and may not

exceed 1,145 hours of service provision or 8 person-months. The contract is scheduled to start in February 2025, and may not end beyond the project term on May 31, 2026.

The amount will be paid, according to the presentation of a monthly declaration of hours worked on project activities, from which the respective VAT and IRS amounts will be deducted, if due.

7. Selection methods

The selection will be based on the curriculum assessment (CA) and, if the jury deems it necessary, a selection interview (I) for the first 3 candidates whose score in the curriculum assessment is equal to or higher than fourteen points. The final grade will be obtained by the following formula: $0.6 \times CA + 0.4 \times I$, on a scale of 0 to 20 points. If there is no interview, the final grade will be the same as that obtained in the CA.

In the event that none of the candidates demonstrates that they have the profile indicated for carrying out the work plan, the jury reserves the right not to award the vacancy in the competition.

Evaluation of the Scientific and Curricular Course of the candidates (0 to 20 points):

- a)** Academic background, considering the final grade of the master's degree (0 to 3 points);
- b)** Experience in evaluating health interventions relevant to the area of Public Health (0 to 5 points);
- c)** Experience in conducting interviews or applying structured questionnaires within the scope of research projects or professional activities (0 to 3 points);

- d)** Experience in preparing reports, particularly related to relevant topics in Public Health (0 to 4 points);
- e)** Experience in quantitative (using SPSS, R or STATA) and qualitative analysis of epidemiological studies (0 to 3 points);
- f)** Proficiency in Portuguese and English, written and spoken (0 to 2 points).

Interview evaluation (0 to 20 points):

- a)** Knowledge and experience in conducting 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 Selection Jury

President – Paula Meireles

1.º Effective member – Sara Soares

2.º Effective member – Ana Rute Costa

9. Formalization of applications

Applications must be submitted by email to the address candidaturas@ispup.up.pt, by 04 February 2025, with the reference “External Evaluator – VAX Action” in the subject line, accompanied by the following documents, which must be submitted:

- a)** Curriculum Vitae;
- b)** Copy of the qualification certificates with the final grade obtained;
- c)** Other documents considered relevant by the candidate.

10. Failure to submit the above-mentioned documents in the application will result in the administrative exclusion of the candidates.

11. The selection will be made by Curricular Assessment (CA) and, possibly, complemented by a Professional Interview (PI) for the three best-ranked candidates, if the Selection Committee considers it necessary. The respective criteria for assessing and weighting the CV Assessment and the eventual Professional Interview, including the respective classification formula, are set out in the minutes of the Selection Committee meeting criteria.

12. Candidates who fail to appear at the eventual interview stage of the selection process shall be deemed to have withdrawn from the competition and shall be excluded from the procedure.

13. Should any candidate demonstrate that they have the profile indicated for carrying out the work plan, the Selection Committee reserves the right not to award the vacancy in the competition.

14. Form of advertising/notification of results

The final results of the assessment shall be disclosed by sending minutes via the email provided at the time of application. Candidates shall have a period of 3 consecutive days, counting from the day immediately following the notification, to express their views, if they so wish, in a preliminary hearing.

15. In case of withdrawal of the candidate ranked first, the highest body of the Institute reserves the right to call the next candidate and so on until the vacancy is filled.

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.