

AVISO

RECRUITMENT PROCEDURE FOR A SENIOR TECHNICIAN UNDER AN OPEN-ENDED EMPLOYMENT CONTRACT

It is hereby made public that, by order of the Rector of the Universidade NOVA de Lisboa, Professor João Sàágua, dated 24th of march of 2023, a recruitment procedure is open, for hiring a Senior Technician - Grade 3, under an open-ended employment contract, in accordance with the Labour Code and under the Regulations on careers, recruitment and employment contracts of non-teaching and non-research staff under employment contract at the Universidade Nova de Lisboa (Regulation no. No. 577/2017, of 13 October, published in Diário da República, 2nd series, No. 210, of 31 October), hereinafter referred to as Regulation, to exercise functions in the Training Offer Analysis Centre (NAOF), integrated in the Teaching Division (DE) of the Directorate of Support to Teaching and International Development (DAEDI) of Universidade NOVA de Lisboa.

Reference: CT-23/2023-NAOF-DE-DAEDI

1. Workplace: facilities of Reitoria da Universidade Nova de Lisboa, at Campus de Campolide, in Lisbon.

2. Job Description:

- Coordination and management of Education and Training activities, including NOVA Doctoral School and other programs, namely:
 - Management and coordination support
 - Academic Management of education and training programmes support
 - Education and Training Events Management
 - Communication / dissemination / marketing management support
 - Development and monitoring of teaching activities that are transversal to the university, developed both at NOVA and in national and international university networks.
 - Advanced use of online educational platforms, including development and delivery of pedagogical resources;

3. General admission requirements, under penalty of exclusion::

Pre-Bologna Graduation degree or post-Bologna Master´s degree

If the qualification was conferred by a foreign higher education institution, it must be recognized in accordance with the provisions of Decree-Law No. 66/2018, of August 16, and any formalities established therein must be fulfilled by the contract signing date.

4. Special requirements:

a) Experience and knowledge

- Experience in organizing and managing projects, including the financial management component, and communication and marketing (preferably)
- Experience in managing training and education programmes in the context of higher education;
- User-level computer skills including Office and LMS (preferably Moodle) and CMS (content producer);

Mandatory proficiency in reading, writing, and speaking English and Portuguese;

b) Skills

- Team Work
- Experience in the development and management of professional training and continuing education
- Knowledge of the application potential of digital and multi technologies
- Ability to have an impact relationship with internal and external leaders.

5. Submissions of applications:

The presentation of the applications must be formalized by filling out the standard form available at <http://www.unl.pt/nova/nao-docentes>.

It should be accompanied by the following documents:

- *Curriculum vitae*, dated, signed, and detailed according to the context of the job;
- Degree Diploma or certificate;
- Other documents relevant for the job.

Applications should be sent to the email address div.rh.recrutamento@unl.pt, indicating in the subject the reference **CT-23/2023-NAOF-DE-DAEDI – Candidate Name**.

Failure to submit supporting documents for the facts stated in the *curriculum vitae* means that they cannot be considered.

Failure to submit, within the deadline, a request containing explicit mention of the reference of this announcement, the *curriculum vitae*, a copy of the degree certificate or diploma, letters of recommendation and a document proving professional experience, shall determine exclusion from the recruitment and selection process.

6. Deadline for submitting applications:

The recruitment and selection process is open for applications from 14th of april to 1st of may of 2023

7. Selection methods:

- a) Curriculum evaluation (AC)
- b) Professional selection interview (EPS)

The final classification will be expressed on a scale of 0 to 20 points in result of the application of the following formula:

$$\text{Final classification} = 0,40\text{AC} + 0,60\text{EPS}$$

The best ranked candidates may be subject to a professional selection interview. Candidates who mark less than 9,5 in Curriculum evaluation will be excluded from the process.

If none of the applications submitted proves to have a profile with the level of quality and suitability required to perform the functions in question, the procedure will be concluded without any recruitment being carry out.

The evaluation parameters and respective weighting of the selection methods are included in the minutes of the selection committee meeting, to be available to candidates whenever requested.

8. Remuneration position:

The definition of the pay position will obey the provisions of article 22.^o of the Regulation, which approves in the annex of the Regulation on careers, recruitment and employment for non-teaching and non-researching staff under employment contracts at Universidade Nova de Lisbon. It will be negotiated with the public employer in accordance with the profile and experience of the employee, between the 3rd pay position, level 20A, and the 5th pay position, level 28th from the table contained in Annexes II and III of the regulation.

9. Composition of the Selection Committee:

President:

Professor Doutor João Manuel Gonçalves Amaro de Matos

Efetive Members:

Doutora Rita Rodrigues Clemente Falcão de Berredo Costa

Doutora Carolina Micaela Costeira e Pereira

Substitute members:

Dra. Arlete Castro e Meneses

Mestre Paula Alexandra Braz Barradas

The Rectory of Universidade NOVA de Lisboa reserves the right not to proceed with the hiring, in the absence of candidate(s) with the appropriate profile.

In compliance with paragraph h) of article 9.º of the Constituição, the Universidade NOVA de Lisboa, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, taking scrupulous care to avoid any form of discrimination.