

AVISO (M/F)

SERVICE COMMISSION UNDER THE LABOUR CODE

MIDDLE MANAGEMENT 4TH LEVEL POSITION - COORDINATOR OF THE PEDAGOGICAL INNOVATION NUCLEUS (NIP) OF THE EDUCATION DIVISION (DE) OF THE DIRECTORATE OF SUPPORT TO EDUCATION AND INTERNATIONAL DEVELOPMENT (DAEDI)

Under the terms of Managers Regulations of Universidade NOVA de Lisboa, published in Diário da República No. 210, 2nd series, of 31 October (Regulation No. 578/2017), it is hereby made public that, by order of the Rector of Universidade NOVA de Lisboa, Professor Doutor João Sàágua, dated XXXX XXXX of 2023, a procedure is opened for the hiring, under the terms of the Labour Code, of a 4th level middle manager for the Pedagogical Innovation Nucleus (NIP) of the Teaching Division (DE) of the Direction of Support to Teaching and International Development (DAEDI) of the Rectory of Universidade NOVA de Lisboa.

REFERENCE: RUNL-DIR-09/2023-NIP-DE-DAEDI

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

2 – Job Description:

Exercício das competências definidas no artigo 4.º do Regulamento dos dirigentes da Universidade NOVA de Lisboa, conjugado com o disposto no artigo 22.º do Regulamento Orgânico dos Serviços da Reitoria da Universidade NOVA de Lisboa, publicado no Diário da República em suplemento à 2.ª série, n.º 251, de 30 de dezembro, através do despacho n.º 14898-A/2022.

Exercise of the competencies defined in article 4 of the of Managers Regulations of Universidade NOVA de Lisboa, in conjunction with the provisions of article 22 of the Organic Regulation of the Rectory Services of the Universidade NOVA de Lisboa, published in the Diário da República (Official Journal) in supplement to the 2nd series, no. 251, of 30 December, through order no. 14898-A/2022.

To coordinate the management of pedagogical development projects and of the innovation of pedagogical methods of teachers, transversal to Universidade NOVA, namely:

- Promote and develop the training offer considering different strategies;
- Coordinate and moderate work groups and practice communities;
- Promote the creation of technological learning enhanced environments;
- Support the development of learning resources, digital or other;
- Integrate national and international project teams;
- Coordinate the development and implementation team o NIP and also the articulation with other UO or external teams.

3 General admission requirements, under penalty of exclusion:

a) General requirements

- 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.

- Experience in organizing and managing projects, including the financial management component, and communication and marketing (preferably)
- Experience in managing distance education and training programmes, and digital learning objects, 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) Competencies

- Team management;
- Capacidade de relação Hability to artioculate with internal and external liderships
- OER Scripts development
- Curricular devleopment of contínuos training programme
- Deep Knowledge of the application potential of digital and multimedia technologies

4 - Apresentação das candidaturas:

Applications should be sent to the email address div.rh.recrutamento@unl.pt, indicating in the subject the reference **RUNL-DIR-09/2023-NIP-DE-DAEDI – Candidate Name** and including the following documents,

- a) Complete identification (name, civil situation, place of birth, filiation, date of birth, ID, VAT or TAX number, complete adress)
- b) Motivation letter;
- c) *Curriculum Vitae*, dated and signed;
- d) Degree Diploma or certificate copies;
- e) Evidence of experience mentioned in the cv;
- f) Other documents relevant for the job.

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.

5. Deadline for submitting applications:

The recruitment and selection process is open for applications from 11th to 19th de MAY de 2023.

6. 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 terminated without any recruitment being made.

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:

Corresponding to the position of 4th level for middle management, in accordance with paragraph d) of no. 2 of article 14 of the Regulation of the Directors of Universidade NOVA de Lisboa.

Composition of the Selection Committee:

President:

Professor Doutor João Amaro de Matos

Full members:

Doutora Rita Falcão

Doutora Carolina Pereira

Alternate 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.