

Events Officer [M/F] - 1 vacancy

Post Ref.: CCMAR/TSE/13/2021

The Algarve Centre for Marine Science (CCMAR) opens a vacancy for an Events Officer (Técnico/a Superior de Eventos) (M/F), to satisfy temporary needs under an uncertain term employment contract in order to support the work carried in the context of the research project with reference ALG-01-0246-FEDER-172098 - MARTECH - Transferência do Conhecimento Científico e Tecnológico no Setor do Mar, funded by Fundo Europeu de Desenvolvimento Regional (FEDER) da União Europeia, through CRESC ALGARVE 2020 do Portugal 2020 under the following conditions:

Tasks to be performed:

- To plan and organize different events and activities from environmental awareness to major international scientific conferences promoted by CCMAR through all the events' management cycle: since its conception to the operational and implementation phase to the termination.
- All administrative tasks related with events planning and connection tasks.
- Support to the communication's department activities and projects.

Salary: Monthly gross salary of 1256.73€

Required profile:

The candidate must:

1. Have willingness to interact with audiences of all ages and from different backgrounds.
2. Fluency in Portuguese and English (Excellent level - oral, comprehension and written).
3. Knowledge of how the scientific community operates, particularly in the field of marine sciences.
4. Creativity to plan and implement innovative formats adapted to new realities.
5. Licenciatura in Natural Sciences, Communication or Marketing.
6. Driver's license

Non-compliance with this requirement invalidates the application. Provision of false documentation will be punished by law.

Preferred profile: Training in science communication and event organization. In the event of a tie between candidates during the selection process, this argument may be used to select the candidates.

Working contract conditions: uncertain term employment contract expected to start in January 2022

Working Schedule: 35 hours weekly, exceptionally might be required to work on weekends and/or outside the normal working hours.

Working Place: CCMAR, Faro, Portugal.

Application submission process and documents: Only complete applications submitted through the CCMAR website will be considered: <https://www.ccmар.ualg.pt/list/job>. Applications are considered to be correctly submitted only after the candidate has received a confirmation e-mail from CCMAR. Applications (in English or Portuguese) must include:

- a motivation letter (in English);
- a detailed Curriculum Vitae written in accordance with the selection criteria (in English);
- a copy of the Licenciatura/ Bachelor's degree certificate;
- the email contact of up to 3 referees.

Application Period: between 8th and 29th December 2021 at 23:59 (Lisbon time, Portugal).

Selection Committee: Professor Adelino Canário, President of the Directive Board (president); Dr. Rita Abecasis, responsible for the CCMAR communication department (member) and Dr Jorge Gonçalves (member), member of the Directive Board.

Selection Criteria:

The assessment will be in accordance with the following weighting factors:

1. Proven Experience in event planning and organization, in particular:
 - National and international scientific events, in face-to-face, online and mixed formats;
 - Non-scientific events aimed at the general public and specialized audiences (eg: participation in fairs, exhibitions, product/project launches, etc.);
 - Knowledge and technology transfer events (preferably aimed at professionals in the sea and food sector).
2. Proven Experience in planning and organization of activities aimed at the school community (thematic lectures, dynamization of visits, preparation of interactive activities, teacher training, etc.).
3. Proven Experience in the development of printed, digital and exhibition materials associated with the events and activities indicated in the points above (e.g.: "flyers", brochures, posters, "roll-ups", "merchandizing", signage, website, event website, forms online registration, etc.).
4. Proven Experience in the dissemination/advertising of events in different media (press, social networks, etc.).

The selection committee reserves the right to contact and interview candidates if additional information or clarification of any curricular aspect is necessary. In case it takes place, the interview in Portuguese and English aims to evaluate in more detail the curricular items used to grade the candidate according to the list above.

In the event that no applicant has the necessary profile, the selection committee reserves the right to close the call without any recruitment. In the event that the selected person does not take up the position because of failure to comply with documentary requirements or any other reason, or later during the contract if they resign, the jury reserves the right, upon convenience and opportunity, to assign the post to

the next applicant in accordance with the ranking positions based on the selectable reservation list that can be used up to 12 months of the date of the present announcement.

Results: The lists of admitted and excluded candidates, and the final classification list, shall be posted on the CCMAR website at <https://www.ccmар.ualg.pt/list/job-closed> and all candidates will be notified by email.

Preliminary Hearing and Final Decision Deadline: After notification, candidates have 10 working days to contest the preliminary decision. The final decisions will be announced within 90 days of the application deadline.

In the case of unexpected change funding conditions CCMAR reserves the right to close the call without any recruitment.

Candidates holding degrees awarded by a foreign university should have their degree recognized in Portugal no later than the date indicated in the communication of selection for the position. Non-compliance justifies exclusion from the procedure. Information about the recognition procedures can be obtained at any Portuguese university or here. The board of directors reserves the right, upon request from the candidate, to extend the compliance period provided it does not impact negatively the programmed activities.

Disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

CCMAR's non-discrimination and equal access opportunities policy – No candidate can be privileged, benefited, jeopardised or be deprived of any right or exempt of any claim in regards to descendent, age, gender, sexual orientation, marital status, economic situation, origin, social economy, genetic heritage, disability, chronic disease, nationality, ethnicity, territory of origin, language, religion, politics, ideology or union membership.

December the 6th 2021

Cofinanciado por:



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