

Science and Technology Manager (M/F) - 1 Position Available

Reference: CCMAR/GCT/08/2024

The Centro de Ciências do Mar do Algarve (CCMAR) is opening a recruitment and selection process for one position for a Science and Technology Manager in the Science and Technology Management career. This position is open to citizens of any nationality, including stateless individuals, under an unfixed-term employment contract to recruit and select the best candidate for activities within the Institutional CEEC - Support Contract for Associated Laboratories funded by the Foundation for Science and Technology (FCT), under the following conditions:

1. About CCMAR:

CCMAR (<https://ccmar.ualg.pt/>) is one of the leading marine science research centers in Portugal, rated Excellent in evaluations promoted by the Foundation for Science and Technology (FCT). With a multidisciplinary team, well-equipped facilities, and laboratories, CCMAR engages in core areas such as research, training, business, societal engagement, and collaboration.

2. Summary and Functions:

This position is for a Science and Technology Operations Manager to join the Science and Technology Management career.

Responsibilities include:

- a) Collaborate with the Board of Directors in implementing strategic decisions and developing CCMAR's operational plan;
- b) Develop and implement, in collaboration with staff and partners, the operational activity plan and performance objectives;
- c) Contribute to the development of institutional strategy;
- d) Collaborate with the various departments to achieve their objectives and improve processes;
- e) Represent CCMAR at agencies, organisations, and with the public;
- f) Prepare and monitor evaluation processes of R&D units by FCT;
- g) Ensure an attractive and motivating work environment that fosters talent attraction and retention;
- h) Promote the development of human resources programs and policies, identifying training needs and coordinating as necessary;
- i) Plan and promote regular staff meetings, ensuring CCMAR members clearly understand their roles and responsibilities;
- j) Develop and implement the employee performance evaluation process;

- k) Prepare, participate in, and submit institutional projects as necessary and appropriate.

3. Applicable Legislation:

- a) Decree-Law No. 57/2016, of August 29, amended by Law No. 57/2017, of July 19.
- b) Regulatory Decree No. 11-A/2017, of December 29.
- c) Labour Code, approved by Law No. 7/2009, of February 12, in its current version.
- d) Decree-Law No. 124/99, of April 20, in its current version.
- e) Administrative Procedure Code.
- f) Internal Regulation for Scientific Research and Technological Development Personnel, and Science and Technology Management and Communication at Centro de Ciências do Mar do Algarve [here](#).

4. Start Date: The contract is expected to start in September 2024.

5. Workplace: Activities will be carried out at CCMAR (University of Algarve, Faro, Portugal) and other locations necessary for the proposed tasks.

6. Working Hours: 35 hours per week.

7. Monthly Salary: The gross base monthly salary is €3,427.59.

8. Application Period: The application period starts on June 26, 2024, and ends on July 25, 2024, at 23:59 (Lisbon time, Portugal).

9. Required Profile:

9.1) The selected candidate must hold a doctoral degree and have a solid qualification, preferably in life sciences or natural sciences, being dynamic and highly motivated to develop their career in an international and interdisciplinary stimulating environment.

9.2) Must have an excellent CV and previous experience in operations management, preferably in a scientific or academic context.

9.3) Must demonstrate high proficiency in English, preferably also in Portuguese, both spoken and written.

The candidate should:

- a) Possess strong leadership and problem-solving skills;
- b) Have proven ability to work collaboratively and effectively in a team;
- c) Possess advanced complementary skills of communication, adaptability, empathy, emotional intelligence, and critical thinking.

Non-compliance with requirements 9.1 to 9.3 invalidates the application. According to the law, false information may be penalised.

10. Selection Panel:

The jury for the competition consists of 5 regular members and 2 substitute members:

- 1 – Adelino Canário, President of the CCMAR Board of Directors and Professor at the University of Algarve (President);
- 2 - Sofia Engrola, member of the CCMAR Board of Directors and CCMAR Researcher (regular member);
- 3 - Miguel Miranda, retired Professor at the University of Lisbon and Executive Director of the AIR Centre (regular member);
- 4 - Ana Grenha, CCMAR Board of Directors member, CCMAR Researcher and Associate Professor with Habilitation at the University of Algarve (regular member);
- 5 - Pedro Raposo de Almeida, Director of MARE and Professor at the University of Évora (regular member);
- 6 - Jorge Gonçalves, CCMAR Board of Directors member, CCMAR Researcher, and Professor at the University of Cadiz (substitute member);
- 7 - Jorge Martins, CCMAR Board of Directors member, CCMAR Researcher, and Assistant Professor at the University of Algarve (substitute member).

11. Evaluation and Selection Process:

The evaluation will consist of curriculum, motivation and capacity of innovation assessment (final rating between 0-100).

Admitted applications will be evaluated considering the scientific and curricular path, focusing on the relevance, quality, and up-to-datedness of the following criteria:

(CV) Curriculum Vitae (80%):

CA) Management activities of science, technology, and innovation programs, or experience in observing, monitoring, and evaluating the scientific and technological system or higher education in Portugal or abroad (65%);

CB) Scientific and technological, cultural, or artistic production of the last 5 years, considered most relevant by the candidate for the tasks to be performed. The content of scientific production is more relevant than publication metrics or the publishing entity (5%);

CC) Applied or practice-based research activities developed in the last five years, considered of greatest impact by the candidate for the tasks to be performed in the project, according to the weighting defined ahead (5%);

CD) Extension and knowledge dissemination activities developed in the last five years, particularly in promoting scientific culture and practices, considered most relevant by the candidate (5%).

The period of five years, referred to in the evaluation criteria, may be increased by the jury, at the request of the candidate, when based on suspension of professional activity for socially protected reasons, namely, for reasons of parental leave, prolonged serious illness, and other legally protected situations of unavailability for work.

(MCI) Motivation and Capacity for Innovation (20%):

MA) Coherence in expressing motivations for the position, explaining the relevance of the scientific and curricular path to the position and personal goals;

MB) Demonstration of alignment with the goals and values of CCMAR, based on the relevance of the scientific and curricular path;

MC) Ability to present specific contributions to the development of CCMAR, based on the relevance of the scientific and curricular path, career plan, and work plan.

The top five (5) candidates in the documental evaluation will be interviewed to clarify aspects related to their curriculum vitae and motivation.

12. Selection Panel Functioning:

Evaluation (with a rating from 0-100) is conducted by assessing the motivation letter and Curriculum Vitae.

Each candidate's score is obtained by summing the points for each criterion multiplied by their respective weights according to the following formula:

$$C = CV80\% + MCI20\%$$

After determining the (C) scores of all candidates, each selection panel member will rank the candidates from highest to lowest score. Voting follows for the first place and each successive place. The candidate receiving the majority of votes will be selected. The candidates placed in the first 5 places will be selected for an interview.

After the interview (E), the panel members assign a rating between 0-100 to each of the candidates, and the final score (Cf) of the first 5 candidates is determined according to the following formula:

$$Cf = C*80\% + E*10\%$$

After determining the (Cf) scores of the candidates, each selection panel member will rank the candidates from highest to lowest score. Voting follows for the first place and each successive place until the fifth. The candidate receiving the majority of votes will be selected for the position.

If no candidate is selected in the first round of voting, the lowest-ranked candidate is eliminated, and the process is repeated with the remaining candidates. In the event of a tie, applying the previous criteria, the jury president will make the tie-breaking decision.

The selection panel will write minutes of meetings describing the evaluation and selection process, including a ranked list of admitted candidates and their scores. The CCMAR Board of Directors will validate the final decision of the selection panel.

If the candidates do not possess the appropriate profile for the proposed functions, the jury reserves the right to close the competition without recruitment. If the selected candidate cannot

be appointed due to non-compliance with documentary requirements or other reasons, or if they later terminate the employment contract, the jury reserves the right to appoint the next candidate in the final ranking, based on a reserve list that can be used up to 12 months from the date of this announcement.

13. Required Documents, Process, and Submission of Applications:

Only complete applications submitted directly and obligatorily on the CCMAR website <https://ccmar.ualg.pt/oportunidades-de-carreira> are accepted. The application is considered valid only after the candidate receives written confirmation from CCMAR. The application in English must include:

- a) A motivation letter with a personal assessment of the suitability of the last 5 years' activities to this competition, considering the MCI evaluation criteria, and a career plan including a work plan that fits within point 2 (Summary and Functions) not exceeding 10000 characters;
- b) A detailed curriculum vitae;
- c) A copy of the Ph.D. certificate;
- d) Email contact of up to 3 references.

Applying without the above-required documents/information results in immediate rejection.

14. Results:

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

15. Prior Hearing and Final Decision Deadline:

15.1) After evaluating all admitted applications, the jury will produce a provisional minute describing the admission, evaluation, and selection process, including a list of candidates ranked and their scores and decisions.

15.2) All candidates will be notified by email of the jury's provisional decision.

15.3) Under Article 121 of the Administrative Procedure Code, all candidates have 10 working days from the date of notification by email to contest the provisional decision by sending an email to the Selection Panel.

15.4) The final decision will be validated by the CCMAR Board of Directors and will be communicated (by email) to all candidates within 90 working days from the application deadline.

16. Final Information:

16.1) Candidates holding certificates proving degrees issued by a foreign university must have their certificate recognized in Portugal at the time of signing the employment contract. Failure

to do so justifies exclusion from the procedure. Information on degree recognition can be obtained from any Portuguese university or [here](#).

16.2) The CCMAR Board of Directors reserves the right to cancel this recruitment process without hiring if there are changes in circumstances related to the project.

16.3) CCMAR endorses the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

16.4) Disabled candidates have a preference in case of equal classification, which prevails over any other legal preference. Candidates must declare in their application, under oath, their disability degree, type of disability, and means of communication/expression to be used in the selection process, under the aforementioned decree.

16.5) CCMAR's non-discrimination and equal access policy: No candidate may be privileged, benefited, prejudiced, or deprived of any right or exempt from any duty on the grounds of, namely, ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, social origin or condition, genetic heritage, disability, chronic illness, nationality, ethnicity, territory of origin, language, religion, political or ideological beliefs, and union membership.

The members of the jury approve this announcement on 24 June 2024.