

### **Minute 3**

CCMAR/TSMDC/04/2024

#### I - Introduction

On the 26<sup>th</sup> day of the month of June, two thousand and twenty-four, at 11 hours, the jury nominated by the CCMAR board of Directors on 30-04-2024, met by videoconference, for the third meeting of the call Ref. CCMAR/TSMDC/04/2024. The meeting was held for the award of a position for a Digital Marketing and Communications Officer (Técnico/a Superior de Marketing Digital e Comunicação) (M/F), to satisfy temporary needs under an uncertain term employment contract. The nominated jury was composed by Doctor Rita Abecasis, responsible for the scientific communication department (president of the jury), Professor Adelino Canário, Full Professor at Algarve University, Group Leader and President of the board of Directors at CCMAR (member) and Dr. Tiago Viegas, Multimedia Officer at the scientific communication department (member) with the following agenda: admission and evaluation of the applications admitted to the position CCMAR/TSMDC/04/2024.

#### II – Candidates

29 applications were received for the position of Science Communication Officer:

- Olimpia López Faba
- Tiago Miguel Mendonça Pereira
- Mannan Saeed
- Ana Isabel Gonçalves Castro
- Gabriela Margarida Cortes Vieira
- Patricia Vergara
- Maressa de Omena Ribeiro
- Leonor Barão Lopes de Oliveira e Sousa
- Cláudia Pires
- Mónica Alexandra Ramos Monteiro
- Bruno Castro Máximo
- Verónica Gonçalves
- Joana Gomes das Neves Saraiva
- Sara Patrícia Ferreira Fernandes
- Mónica Sofia Ponte Martins
- Diana Margarida Martins Pedro Ferreira Tavares
- Maria Medeiros Hernandes
- Vânia do Sameiro Costa Gonçalves
- Amanda Rezende Longhini

- Inês Luz Assis Fernandes
- Catarina Isabel Vicente Amaro
- Jenny Lyn Mourato
- Gonçalo Nuno Gama Jeremias
- Anita Pereira Lopes
- Tânia Morais
- Rutuja Bansod
- Andreia Inácio Barros
- Ana Raquel Silva Lima Grilo
- Beatriz Silva

### III – Admission and Evaluation of applications

The jury analysed the applications, considering the mandatory documents, and decided to invalidate the applications of the following 17 candidates, as their application did not present the mandatory documents requested for this call, namely: (1) certification of a Licenciatura/BSc degree in Marketing, Communication or related fields, (2): PDF document with 1 to 3 links for social media accounts that the applicant has managed (including the period during which the applicant managed each account).

Invalidated applications (in brackets, the documents missing in the application):

- Olimpia López Faba (1, 2)
- Mannan Saeed (1)
- Ana Isabel Gonçalves Castro (1)
- Gabriela Margarida Cortes Vieira (1)
- Leonor Barão Lopes de Oliveira e Sousa (1)
- Cláudia Pires (2)
- Bruno Castro Máximo (2)
- Verónica Gonçalves (2)
- Joana Gomes das Neves Saraiva (1)
- Sara Patrícia Ferreira Fernandes (1)
- Maria Medeiros Hernandez (2)
- Amanda Rezende Longhini (1)
- Catarina Isabel Vicente Amaro (1)
- Jenny Lyn Mourato (1)
- Gonçalo Nuno Gama Jeremias (1, 2)
- Anita Pereira Lopes (1, 2)
- Rutuja Bansod (1)

The remaining 12 candidates who applied were admitted to the evaluation and preliminary ranking phase. The Jury felt the need to interview 6 candidates to evaluate in more detail the curricular items used to grade the candidates according to the established criteria:

- Tiago Miguel Mendonça Pereira
- Diana Margarida Martins Pedro Ferreira Tavares
- Inês Luz Assis Fernandes
- Tânia Morais
- Ana Raquel Silva Lima Grilo
- Beatriz Silva

All six candidates were interviewed on the 5<sup>th</sup> of July 2024.

The jury evaluated the application documents of the eligible candidates, and applied the classification criteria and the respective weightings set out in the notice of opening of the call, as shown in table 1, indicating the final score and ranking of candidates admitted to the call.

Criteria:

1. Motivation (40%)
2. Work experience (40%)
3. Qualifications (20%)

Table 1. Ordered classification table - Ref. CCMAR/TSMDC/04/2024 - indicating the final score and ranking of candidates admitted to the call.

Name	Criteria 1	Criteria 2	Criteria 3	Final Classification	Ranking
Ana Raquel Silva Lima Grilo	40.0	40.0	20.0	100.0	1
Diana Margarida Martins Pedro Ferreira Tavares	40.0	33.3	6.7	80.0	2
Inês Luz Assis Fernandes	33.3	30.0	13.3	76.7	3
Tiago Miguel Mendonça Pereira	33.3	23.3	16.7	73.3	4
Beatriz Silva	33.3	23.3	10.0	66.7	5
Tânia Morais	13.3	30.0	13.3	56.7	6
Mónica Alexandra Ramos Monteiro	26.7	20.0	6.7	53.3	7
Patricia Vergara	20.0	16.7	13.3	50.0	8
Mónica Sofia Ponte Martins	20.0	13.3	13.3	46.7	9
Andreia Inácio Barros	13.3	13.3	13.3	40.0	10
Maressa de Omena Ribeiro	6.7	10.0	6.7	23.3	11

Vânia do Sameiro Costa Gonçalves	6.7	3.3	6.7	16.7	12
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V - Statement of no conflict of interests

We, the undersigned, fully understand the confidential nature of the assessment process and agree not to disclose or discuss its materials, nowhere, with no one, knowing the consequences of a misconduct.

We further declare that we have no direct or indirect financial, economic or personal interest that could compromise our impartiality and autonomy as members of this Jury.

Thus, we declare under word of honor that we will not evaluate candidates with whom we have a conflict of interest, for what we will require our immediate replacement.

VI - Conclusion

The candidates obtained a final classification between 100.0 and 16.7 points (Out of a total of 100), with the candidate **Ana Raquel Silva Lima Grilo** having the highest classification (100 points).

Considering the elements presented, the candidate **Ana Raquel Silva Lima Grilo** gathers conditions for the purposes of eventual selection so the jury proposes the ratification of this decision to the CCMAR Board.

The Jury will proceed to the right of prior hearing of the candidates, setting a deadline of 10 working days to claim what they consider to be convenient, whether in relation to scientific or procedural matters.

With no other item on the agenda, the meeting of which these minutes were drawn up was closed, with 4 pages, which after being read and approved were signed by the members of the jury.

Date: 08/07/2024

By the members of the Jury:

Dr. Rita Abecasis

Professor Adelino Canário

Dr. Tiago Viegas