

## Minute 1

On the 6th day of May two thousand and twenty-four, at 10 hours, the jury nominated by the CCMAR board of Directors on 30-04-2024, met by videoconference, for the meeting 1 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: the definition of the requirements, of ideal profile, of the selection criteria and elaboration of the announcement of the present call.

### Required profile:

#### QUALIFICATIONS (mandatory requirements):

- A degree (Licenciatura/BSc) in Marketing, Communication or related fields.
- Specific training in digital communication and/or digital marketing.

#### PROFESSIONAL EXPERIENCE (mandatory requirement):

- A minimum of three years of experience as a digital communications/marketing manager.

**Non-compliance with the mandatory requirements described above (qualifications and professional experience) invalidates the application. The provision of false documentation will be punished by law.**

The following abilities and skills will also be considered when evaluating the candidates:

#### ABILITIES AND SKILLS:

- Excellent written and verbal communication skills.
- Fluency in Portuguese and English (Excellent level - oral, comprehension and written).
- Strong organizational and project management skills.
- Exceptional social and communication skills to engage with diverse audiences.
- Ability to translate complex scientific content for different audiences.

### Selection Criteria:

Through the analysis of the application documents the evaluation criteria for the applications and their relative weight for ranking are as follows:

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

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 aims to evaluate in more detail the curricular items used to grade the candidate according to the list above.

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

The board of Directors reserves the right, due to a change in circumstances at the date of the present announcement, to cancel the present call without any recruitment.

CCMAR holds the right to cancel this procedure if funding is cancelled.

Finally, the jury prepared the announcement of the present call.

Without any other item, the present meeting has terminated. The present minute with 2 pages and annex was read, approved, and shall be signed by the members of the jury.

Rita Costa Abecasis

Adelino Canário

Tiago Viegas

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**Annex**