

ANNOUNCEMENT REF. CD_UID/Multi/04555-IA FOR AN OPENING OF AN INTERNATIONAL CALL FOR RECRUITMENT OF A HEAD OF POLICY AND INSTITUTIONAL STRATEGY

1. At a meeting of the Board of Trustees of the Calouste Gulbenkian Foundation, it was decided to open an international call for one senior manager position to lead and communicate strategic projects and policies. This role will be located at Instituto Gulbenkian de Ciência (IGC), Oeiras, Portugal, and will be working closely with the IGC director, within an undefined term contract of employment under the Labor Code, with the purpose of filling one position within the scope of project nº **UID/Multi/04555**, entitled Research and Development Unit, funded by national funds through FCT/MCTES (PIDDAC), with the following main responsibilities:

- Conduct research on the design, implementation and the assessment of outreach and science advocacy strategies.
- Contribute to co-design and implementing the IGC strategic plan, contributing with novel ideas on how IGC can increase its role as key player at a national and international level, and involving internal stakeholders such as group leaders and heads of facilities and services.
- Promote strategic programs important for IGC. These include but are not limited to national and international partnerships and alliances. This will be done by spearheading funding applications and by coordinating program managers within partnerships, within a dedicated team.
- Overall coordination of the IGC internal and external Communication and Public Engagement strategy in collaboration with internal and external stakeholders.
- Develop and implement internal and external policies aligned with Portugal and the EU interests for example regarding open science and research culture such as those related to research assessment, inclusiveness, career development and knowledge sharing, in close collaboration with other IGC teams.
- Work closely with the IGC Director on policy affairs, acting as deputy representative towards external stakeholders.
- Overseeing and contributing to the definition and implementation of a philanthropic fund-raising strategy for IGC, in close collaboration with the innovation and competitive funding units.

2. Applicable legislation

- Labor Code, approved Law no. 7/2009, of February 12th, with the changes introduced by law 93/2019 of September 4th and other complementary legislation.
- Law no. 57/2016, of August 29, approving authorization to contract PhD holders to stimulate scientific and technological employment in all areas of knowledge (RJEC), subsequently amended by Law No. 57/2017, of 19 July.
- Regulatory Decree No. 11-A / 2017 of December 29.
- Annex I of Decree-Law No. 124/99, of April 20

3. In accordance with Article 13 of RJEC, tender selection panel will be as follows:

President: Dr. Mónica Bettencourt-Dias; Vogals: Dr. Caren Norden, Dr. Susana Miranda

4. The place of work is located at the Instituto Gulbenkian de Ciência, at Rua da Quinta Grande nº6, Oeiras, Portugal.

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5. The base monthly gross salary to be attributed is according to the 1st level of the category of principal investigator, according to Annex I of Decree-Law no. 124/99, of April 20, under exclusive or full-time dedication, with a possibility to be increased by a salary complement paid by the IGC in accordance with the candidates' level of expertise.

6. Applicants to this call can be national, foreign, and stateless candidates who hold a doctoral degree in PhD life sciences or equivalent and strong leadership and management skills. These include at least 5 years of experience in coordinating complex funding applications, projects, and teams in an international environment, in particular related to European calls and policy. The successful candidate needs to be able to communicate equally well with scientists, senior management and policy makers or other relevant stakeholders.

If the doctorate degree was awarded by a foreign higher education institution, it must comply with the provisions of Decree-Law no. 66/2018, of August 16 and of the Regulatory Ordinance No. 33/2019, of January 25, and all formalities established therein must be complied with at the stage of signing the contract. In case the doctorate degree of the selected candidate does not comply with the Decree-Law above mentioned including all its formalities, the Jury reserves the right to select the next candidate.

7. General tender admission requirements are:

- PhD in the life sciences or equivalent;
- Strong leadership and management skills;
- At least 5 years of experience in coordinating complex funding applications, projects and teams in an international environment in particular related to European calls and policy;
- English fluent spoken and written is essential;
- Knowledge of Portuguese is a plus but not a necessity.

8. Pursuant to Article 5 of REJC, the selection is to be made based on the candidate's experience and curricular evaluation on similar responsibilities.

9. The five-year period mentioned above can be extended by the panel, if requested by the candidate, when justified on grounds of suspension of activity for socially protected reasons, such as parental leave, prolonged serious illness, and other situations of unavailability for work that is legally protected.

10. Evaluation criteria: Applications will be evaluated according to the analysis of the documents presented - Curriculum (50%), motivation letter and a vision for his/her role (25%), references (10%) and interview of the selected candidates (15%). The Interview will focus on the vision presented

11. The deliberation is done through the nominal vote of the Jury according eligibility and selection procedures. No abstention is allowed. The final classification system for candidates is expressed on a scale of 0-100.

12. Minutes of the panel meeting should be drawn up to include a summary of all occurrence of the said meeting, as well as all votes cast by the members with the respective justification

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together with an ordered list of approved candidates with their respective classification. These minutes should be made available to candidates whenever requested.

13. The final decision of the jury should be validated by the institutional leader who also decides on the recruitment.

14. Application formalization:

14.1. A written request should be addressed to the Director of the Instituto Gulbenkian de Ciência with the subject "**MF-UID/Multi/04555-IA_name of candidate**" sent to the email igcpositions@iqc.gulbenkian.pt. This must include the following information concerning the applicant: announcement identification, full name, number and date of validity of the Identity Card or passport, tax identification number, date and place of birth, contact address, including e-mail address and telephone contact.

14.2. Applications should be one PDF file include all support documents:

- a) Copy of certificate or doctoral diploma referring its conclusion date;
- b) Letter of motivation (2 page max);
- c) a vision for what they would like to achieve within the IGC in the next 6 years (3 page max);
- b) Detailed curriculum vitae;
- c) Contacts of two references, preferentially former supervisors.

Only for candidates that are fiscal residents in Portugal: present evidence of the fulfillment of their individual obligations towards the Portuguese Tax Authority and Social Security. Failure to comply with this requirement will be considered as a criteria for exclusion from the recruitment process.

14.3. The deadline for the applications submission is from 12/01/2022 until the position is filled.

14.4 After a pre-analysis of Curriculum Vitae, vision, letter of motivation and recommendations, selected candidates will be contacted for an interview.

15. All candidates who formalize their application incorrectly or who fail to provide the requirements imposed by this tender are excluded from admission. In case of doubt, the panel is entitled to request further documentation to support candidate statements.

16. False statements by candidates shall be punished by the law.

17. The list of admitted and excluded candidates as well as the final classification list will be published on the Instituto Gulbenkian de Ciência internet site <https://gulbenkian.pt/ciencia/>. The candidates will be notified by e-mail with receipt of delivery of the notification.

18. The final decisions of the panel are pronounced within 90 days from the deadline of the submission of the applications. After notification, candidates have 10 working days to respond.

19. This tender is exclusively destined to fill this specific vacancy and can be terminated at any time until the approval of the final candidate list, expiring with the respective occupation of the said vacancy.

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20. The contract of employment of undefined termination resulting from this vacancy, will expire due to the supervening, absolute and definitive impossibility of being given continuity if its respective funding is terminated without prejudice to the communication of its termination to the worker, in accordance with the provisions of article 345 of the Labor Code.

21. Non-discrimination and equal access policy:

The Instituto Gulbenkian de Ciencia of the Calouste Gulbenkian Foundation actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefitted, impaired or deprived of any rights whatsoever, or be exempt of any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

22. Privacy Policy:

The Calouste Gulbenkian Foundation is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 (General Regulation on Data Protection).

The personal data processed in the scope of this tender procedure is processed within the framework of said tender procedure only, and will be processed by the Calouste Gulbenkian Foundation with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of the data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Calouste Gulbenkian Foundation, may be conveyed to third parties, namely the Financing Entities identified in this announcement.

The data shall be retained for a period of five years pursuant to Article 32 (1) of the Labor Code. The Data Subject is entitled to oppose the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

The exercise of aforementioned rights must be made in writing and addressed to the Privacy Committee of the Calouste Gulbenkian Foundation, by email privacy@gulbenkian.pt or, alternatively, through the postal address Avenida de Berna 45-A, 1067-001 Lisbon.

The applicant also has the right to submit a complaint to the National Data Protection Commission or other competent control authority in accordance with the law if he considers that his data are not being processed in accordance with European and/or national legislation applicable.

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23. Pursuant to D.L. No. 29/2001, of February 3, disabled candidates have preference in an equal classification situation, which supersedes any legal preference. Candidates must declare, on their honor, on their application form during the selection period under the regulations above, their respective disability degree, the type of disability and the communication/expression means to be used.

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