

INTERNATIONAL RECRUITMENT PROCESS FOR A LAB ASSISTANT

Internal Reference: CI_L#3.14

1. Framework

The Rector of Universidade Católica Portuguesa, Prof. Isabel Capelo Gil deliberated the opening of an international recruitment process for one vacancy of Lab Assistant to perform duties, in an exclusive dedication, to the exercise of scientific research activities area of Biotechnology to the development of Research and Development activities in the valorization of industrial fermentation residues/by-products on the Alchemy project (PT2020/POCI n.º 27578) to be developed in the CBQF - Centre of Biotechnology and Fine Chemistry located at the Faculty of Biotechnology of Universidade Católica Portuguesa (ESB), at Porto. This project is co-financed by Portugal 2020 under the Operational Programme for Competitiveness and Internationalization through the European Regional Development Fund (FEDER).

This project, with a first phase running until 31/12/2022, has as its main objective the valorization of industrial by-products from the US *Amyris* Company, through the development of innovative products for the pharmaceutical and cosmetic areas, human and animal food, agro-chemistry and materials.

2. Workplace

The workplace is located on the premises of the Universidade Católica Portuguesa at Porto.

3. Remuneration

Gross monthly remuneration to be paid is 990 euros, plus meal allowance. To these amounts are added annual holiday and Christmas allowances.

4. Admission requirements

Applicants may be national, foreigners and stateless candidates who are holders of a Master degree in Biotechnology, Biochemistry, Pharmaceutical Technology, Micro- and Nanotechnologies, or related fields.

If the Master degree has been awarded by a non-Portuguese higher education institution, it must comply with the provisions of the Portuguese law on recognition of foreign degrees, for this purpose, the one described in **point 8** of this Notice must be considered.

4.1. Preference will be given to:

- In the evaluation of the scientific and curricular course, preference will be given to candidates with research activity, of at least 3 years, in the characterization of biopolymers.
- Ideally, the selected candidate will have experience on the development of active and intelligent delivery systems for delivery and controlled release of bioactive molecules on semisolid preparations (e.g. gels or creams).
- It is expected that the candidate has knowledge of some encapsulation techniques (e.g. emulsification, spray, freeze-drying) and methodologies including chromatography, microscopy, gel electrophoresis, Fourier transform infrared spectroscopy, spectroscopy and dynamic light scattering (DLS).
- In addition, we look for candidates with the following characteristics: ability to work effectively in a team environment, with excellent interpersonal skills, ability to make informed decisions and implement highly organized and detailed recommendations, with the ability to prioritize various tasks, to work independently and to meet deadlines.

5. Selection process

The selection methods based on the preferences enumerated in the point 4 will be the following: i) curricular evaluation (50%); ii) previous experience (50%). If necessary the best candidates will be interviewed and the weighting will be curricular evaluation (35%), previous experience (50%) and selection interview (15%).

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The applications that do not verify the admission requirements of point 5 will be excluded.

6. Composition of the Jury

President of the Jury: Prof Dr Manuela Pintado; others members: Dr Óscar Ramos and Dr João Fernandes.

7. Form of disclosure/notification of results:

The final evaluation results will be announced as an ordered list candidates according the rank obtained in the evaluation. This will be posted in a visible and public place in the Faculty of Biotechnology, Portuguese Catholic University, located at Rua Arquiteto Lobão Vital, Nº 172, 4200-374 Porto and advertised on the website <http://www.porto.ucp.pt/en/alchemy?msite=4>. Candidates are advised by email of the availability of this list.

8. Application formalization

Applications are formalized by completing the application form available at <http://inqueritos.porto.ucp.pt/site/index.php/754893/lang-en>

Applications are submitted in English.

The application is accompanied by the following documents:

- Curriculum vitae using the available [CV model](http://www.porto.ucp.pt/sites/default/files/files/UEI/ModeloCV2_Set2018Lab.docx) (http://www.porto.ucp.pt/sites/default/files/files/UEI/ModeloCV2_Set2018Lab.docx);
- Certificate of completion of the Master indicating the date of its completion which must be submitted as an attached to the form referred to in the previous point and following the instructions defined therein;

If the Master Degree has been awarded by a non-Portuguese higher education institution it must comply with the provisions of the Portuguese legislation on recognition of foreign degrees, regulated by Decree-Law no. 66/2018 of August 16. The signature of the contract is conditional on the presentation of the formal document.

Applicants are advised to consult the website of the Directorate-General for Higher Education (DGES) for further information: <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>.

9. Term of candidature

The candidates present their application in the terms mentioned in the previous point from **18-01-2019** until **06-02-2019** (until 5 pm, Lisbon time).

Candidates who formalize their application incorrectly or who do not prove the requirements of this competition are excluded from admission to the contest. The jury has the power to require any candidate, in case of doubt, to present documents proving their statements.

Failure to submit any clarifications, information or documents that are requested within 5 working days means the withdrawal of the application.

The false statements made by the candidates will be punished according to the law.

10. Privacy Policy

Universidade Católica Portuguesa 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 context of this tender procedure is processed within the scope of said tender procedure only, and will be processed by Universidade Católica Portuguesa 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 data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

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The personal data of the data subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right of access, the right to rectification, the right to erasure, the right to restriction of processing and the right to data portability 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. For the exercise of their rights, candidates must contact the University or the Data Protection Officer through the means identified in "contacts for clarification".

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

Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>

For purposes of exercising the respective rights, contact the University through the e-mail address compliance.rgpd@ucp.pt or by using the address found at the end of this announcement, through the means set out in "Contacts for clarification".

The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

11. Non-discrimination and equal access policy

The Portuguese Catholic University actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty in age, gender, sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and trade union membership.

12. Final remarks

The present competition is exclusively destined to fill the indicated vacancy and can be terminated until the homologation of the list of final ordering of the candidates and expiring with the respective occupation of the job on offer.

This invitation to tender and the contract concluded as a result of it will only take effect if financing conditions are fulfilled.

This contest can be canceled when it is deserted; when any case of force majeure occurs; when reasons of a budgetary nature, occurring after the opening of the competition determine it.

13. Contacts for clarification

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