
1. In a meeting of the Board of Trustees of the Calouste Gulbenkian Foundation held in April 12th 2018, it was decided to open an international call for PhD positions under the regime of exclusitivity through “work contracts with undetermined termination date” for specific functions performed at Instituto Gulbenkian de Ciências (IGC) currently financed by Fundação para a Ciência e Tecnologia (FCT IP), according to the transitory norm of the Law nº.57/2016, of 29 August, amended by Law nº.57/2017, of 19 July, article 23.

Each tender procedure has the goal of recruiting one researcher only.

The various tender procedures differentiate themselves under the following characteristics: domain(s) and sub-domain(s); the fellowship that originated the tender procedure; specific requirements; performance of specific functions; panel composition; deadline for submitting the application and gross salary. The Tender Table that is part of this announcement, contains specific data for each one of these tender procedures.

The tender procedures associated with this Announcement have the following common characteristics:

2. Applicable legislation

- Administrative Procedural Code, published through Law no. 4/2015, of January 7, in its current version.
- Tabela Remuneratória Unica (TRU), Ordinance nº.1553-C/2008 of 31 December.
- Regulatory Decree No. 11-A / 2017 of December 29.
- Law no. 341/2007, of 12 October.
- Law no.29/2001, of 3 February.

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

4. Monthly salary

The monthly gross salary is specified for each tender call under the Tender Table, to which is added holiday and Christmas subsidies and a meal subsidy for each working day, in the amount corresponding to the limit given to government employees excluding tax.
5. Applicants

Applicants to this tender can be national, foreign and stateless candidates who hold a doctoral degree in **biological, biomedical sciences or related areas** and have a scientific and professional curriculum that demonstrates an adequate profile for the specific functions to be developed according to the Tender Table.

If the doctorate degree was awarded by a foreign high education institution, it must comply with the provisions of Law no. 341/2007, of October 12, and all formalities established therein must be complied with at the application deadline.

6. Application formalisation:

6.1. The applications must be made through an online submission by filling in a specific form for each tender call accessible through the “Apply” button in the Tender Table.

6.2. In the specific form of the tender procedure, the applicant must fill in the following information: full name, name of parents, number and date of Identity Card, Citizen Card, passport or civil identification number, tax identification number, date and place of birth, marital status, profession, address and contact address, including e-mail address and telephone contact.

6.3. In the same form, the applicant must upload **one file only in pdf format** with the following:
- Detailed curriculum vitae, (mandatory);
- Brief description of the most relevant scientific activities of the last 5 years (max. 2 pages) according to n°. 2 of article 5 RJEC and point 9 of this tender, indicating up to five articles and justifying the choice of these articles. The description should demonstrate that the candidate satisfies the specific requirements of the tender procedure according to the Tender Table (mandatory).
- Individual career activity and development plan for a maximum period of 6 years. The description should be in line with the plan and with the functions in accordance with the specific tender procedure, in compliance with the Tender Table (mandatory).
- Contact for at least 3 referees who will be contacted directly by the Panel. To avoid doubts, open recommendation letters included in the application will be ignored by the Panel;
- Copy of certificate or diploma;
- Certificate of the Doctoral Thesis;
- Other documents relevant to the evaluation of qualifications in the related scientific area.

6.4. Applications should be submitted until the 30th day (17h00) after this Call’s publication date as mentioned in the Tender Table.

6.5. 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. False statements by candidates shall be punished by law.

7. **Composition of the evaluation Panel**

The Panel will be constituted for each tender procedure under the terms of article 13º of Law57/2016, as stated in the Tender Table.

8. **Evaluation of the applications**

8.1 There will be two stages of the evaluation process that will result in the final classification between 0 and 100 points.

The first stage is documental, representing a maximum of 90% of final grading of candidate(s), and will be based on curriculum vitae, on the description of scientific and professional activities in the last five years, on the plan of activities and development of career as well as on references. Scientific quality of publications, originality of scientific contributions as well as experience in the functions that the candidate is applying to, will be given higher consideration. In this stage, each candidate will receive a classification between 0 and 90 points.

Candidates with a grading equal to, or more than, 80 points in the first stage will pass on to the second stage, consisting of an individual interview (personally or via videoconference). The interview represents 10% of the final grading, anywhere between 0 and 10 points. Candidates who do not pass on to the second stage, will be graded 0 points in the interview.

The final grading of the two stages will serve to rank the applicants.

8.2 **First stage**

Pursuant to Article 5 of REJC, the selection is to be made based on the candidate’s scientific and curricular evaluation focusing on the relevance, quality and timeliness of scientific production and professional activity in the last five years considered most relevant to the applicant. The five-year period mentioned above can be extended by the panel, if requested by the candidate, when justified on grounds of suspension of scientific activity for socially protected reasons, such as parental leave, prolonged serious illness, and other situations of unavailability for work that are legally protected.

The Panel will analyse the documents supplied by the candidate through the following components:

8.2.1. The scientific and professional curriculum of the candidate(s) focusing on the relevance, quality and modernity of the factors referred to in the lines (a-d) of nº.2 of Article 5 of the Law 57/2017, in the specific areas of each tender, taking into account the specific requirements and adequacy of the functions. The coefficient weighting is 50%.
- The scientific and technological production considered most relevant by the candidate. Publications in international scientific journals that are evaluated, communications in conferences, books and book chapters, awards, patents.
- Scientific activity or support to science when applicable, considered most relevant and of highest impact by the candidate.
- Activities of extension and dissemination of knowledge, in the promotion of culture and scientific practices, considered most relevant by the candidate.
- Activities of management of scientific and technological programmes and innovation, or of experience in observation, monitoring and evaluation of the scientific and technological or higher education system in Portugal or abroad.

8.2.2. The scientific research activity plan, and the development of individual career integrated and consistent with the functions to be developed within the context of the strategic project of the Instituto Gulbenkian de Ciência. Coefficient weighting 50%.

The evaluation of all the candidates in the first stage should be concluded within a period of not more than one calendar month upon reception of applications.

8.3 Second stage

Pursuant to nº. 5 of Article 5 of Law nº.57/2016, of 29 August, amended by Law nº.57/2017, the Panel will interview applicants who pass on to the second stage on an individual basis.

During the interview Panel members will stimulate an open debate on the quality, innovative character and creativity of the research and professional activity of the candidate. The interview intends to clarify aspects related to the research outcomes and activities for the respective tender procedure taking into account the specific requirements and the candidate competency to execute the required functions.

The interviews will take place within a maximum of 10 working days after the Panel’s decision.

After the interview each candidate will receive a grading of 0 to 10 points for the second stage. Candidates who are not called to an interview will receive 0 points for the second stage.

8.4 Panel responsibilities

The Panel will adjust their analysis pursuant to the general principles identified in nº.4 of Article 5 of the Law57/2016.

Each Panel member will evaluate all the candidates.

Upon completion of the application of the selection criteria, the panel will prepare an ordered list of approved candidates with their respective classification. The decision is done through the nominal vote of the Panel according to eligibility and selection procedures. No abstention is allowed.
The Panel could decide to recommend the recruitment of a candidate with the highest classification or recommend not filling in the position open to the tender, if the candidate with the highest classification does not meet the conditions to carry out the functions indicated.

Minutes of the panel meeting must include a summary of all decisions taken as well as all votes cast by the members with the respective justification. These minutes should be made available to candidates whenever requested.

9. **Notification of the results, preliminary hearing and final decision**

All candidates will be notified of the results of the evaluation by e-mail. The list of admitted and excluded candidates as well as the final classification list will be posted on the premises of Instituto Gulbenkian de Ciência, located at Rua da Quinta Grande nº6, Oeiras and published on the website of the Instituto Gulbenkian de Ciência ([http://www.igc.gulbenkian.pt](http://www.igc.gulbenkian.pt))

Pursuant to article 121 of the Administrative Procedures Code after notification and publication of the results, a preliminary hearing stage will be initiated with 10 working days for the candidate to respond.

Candidate responses within the preliminary hearing period must be made in writing addressed to the President of the Panel to the email editadl57nt@igc.gulbenkian.pt, indicating the reference of the specific tender procedure in the “subject”. Failure to indicate the reference of the specific tender hearing will imply loss of the message.

Upon termination of the preliminary hearing deadline, the Panel will meet to make the final decision. The final decisions of the panel are published within 90 days from the deadline of the submission of the applications after final consent by the Board of Trustees of the Calouste Gulbenkian Foundation.

10. **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.

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 honour, 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.
11. **Work Contract**

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

The respective work contract resulting from each tender procedure will be signed following a general contract protocol programme signature between the Foundation for Science and Technology m (FCT IP) and the Calouste Gulbenkian Foundation.