



CRIA

Centro em Rede
de Investigação
em Antropologia

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Open call for the recruitment of a Science Manager

The Centre for Research in Anthropology (CRIA) announces a public call for the recruitment of one (1) science manager (M/F), with financial support from FCT/MCTES through national funds (UID/04038/2020) and other funding.

REF: GC_02_2022

Application deadline: The call is open from 15 to 29 November 2022

Admission Requirements

General

Bachelor degree in the area of Social Sciences and Humanities.

Specific

- Over 10 years of science/project management experience;
- Experience in the National Scientific and Technological System;
- Knowledge about the National Scientific System and National and European Programmes for Science, Technology and Innovation, namely regarding R&D funding agencies and the different funding mechanisms;
- Proven experience in invoicing, accounting and financial management;
- Knowledge of SINGAP or similar systems;
- Mastery of spoken and written Portuguese and English languages

Description of the position

- Financial management of the unit and its research projects;
- Working with SINGAP;
- Monthly report preparation of accounting documentation under the SNC-ESNL;
- Human resources management;
- Planning and resources of CRIA.

Admission Form: employment contract for an indefinite period

Remuneration: To be negotiated, indexed to the single remuneration scale.

Formalisation of applications: Applications must be submitted on the CRIA website, at <https://cria.org.pt/pt/emprego-e-bolsas>.

The application should be accompanied by the following documents:

- Curriculum Vitae
- Documentary evidence of academic qualifications
- Motivation Letter
- Other documents attesting training and professional experience.



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Holders of a degree obtained abroad must present, besides the document(s) proving the degree that explicitly mention(s) the area of knowledge in which it was obtained, proof of its recognition or equivalence by a Portuguese higher education institution, and any formalities established therein must be fulfilled until the date of the signing of the contract.

Candidates who formalize their candidacy incorrectly or who do not prove the required requirements shall be excluded from admission to the competition. In case of doubt, the selection board has the right to demand from any candidate the presentation of documents that prove their statements.

Selection methods:

- Curriculum evaluation - analysis of the academic qualifications, professional training and experience included in the Curriculum Vitae, taking into account the specific requirements set out in this announcement

The jury reserves the right not to select any candidate if it agrees that none possesses the required profile.

Composition of the selection board

Catarina Fróis (President)

Sónia Vespeira de Almeida

Marta Prista

Non-discrimination policy and equal access.

CRIA actively promotes a policy of non-discrimination and equal access, so that no candidate may be privileged, benefited, prejudiced or deprived of any right or exempt from any duty, namely due to ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic patrimony, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and trade union membership. Under the terms of Decree-Law no. 29/2001, of 3 February, the disabled candidate has preference in equal classification, which prevails over any other legal preference. Candidates must declare in their application, under oath, their degree of disability, the type of disability and the means of communication/expression to be used in the selection process, under the terms of the abovementioned diploma.