



## 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\_01\_2024

Application Deadline: The call is open from May 20<sup>th</sup> to June 3<sup>rd</sup>

### Admission Requirements

- Bachelor's degree in Social Sciences and Humanities
- Over 5 years of experience in science/academic management
- Knowledge of the National Scientific System
- Experience with SINGAP or similar systems
- Experience in organizing and managing doctoral programs
- Proficiency in Portuguese and English, both spoken and written

### Description of the position

- Management of academic and scientific information platforms
- Management of research projects
- Management of doctoral programs

**Admission Form:** Employment contract for an indefinite period

**Remuneration:** The salary will be negotiated based on the selected candidate's experience, indexed to the single remuneration scale

**Application Submission:** Applications must be submitted on the CRIA website at <https://cria.org.pt/pt/emprego-e-bolsas>.

Required Documents:

- Curriculum Vitae
- Proof of academic qualifications
- Motivation letter
- Other documents certifying training and professional experience

Candidates with degrees obtained abroad must present, in addition to the degree certificate explicitly stating the area of knowledge in which it was awarded, proof of its recognition or equivalence by a Portuguese higher education institution. All formalities must be completed by the contract signing date.

Candidates who incorrectly submit their application or fail to meet the required criteria will be excluded from the recruitment process.

The jury reserves the right to request additional documents to verify any claims made by the candidates.

#### **Selection Methods:**

- Curricular Evaluation: Analysis of academic qualifications, training, and professional experience as stated in the Curriculum Vitae, considering the requirements listed in this announcement.
- Interview: Assessment of skills and profile (optional complementary method).

#### **Selection Committee:**

- Catarina Fróis (Chair)
- Catarina Alves Costa (Member)
- Filipe Reis (Member)
- Maria João Seabra (Alternate Member)

#### **Non-Discrimination and Equal Access Policy**

CRIA actively promotes a non-discrimination and equal access policy. No candidate shall be privileged, benefited, harmed, or deprived of any right or exempted from any duty based on ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, social origin or condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic or racial origin, territory of origin, language, religion, political or ideological beliefs, or trade union membership.

Under Decree-Law No. 29/2001, dated February 3, candidates with disabilities have preference in equal classification, which prevails over any other legal preference. Candidates must declare



**CRIA**  
Centro em Rede  
de Investigação  
em Antropologia

ISCTE  
NOVA FCSH  
UC  
UMinho

their disability status, the type of disability, and the communication/expressive means to be used during the selection process, as per the aforementioned decree.