

IT160-25-16052

PUBLIC NOTICE

Under the terms of Article 11 of Ministerial Order nr. 233/2022, of 9 September, it is hereby made public that, by order of the Rector, Amílcar Celta Falcão, of November 3, 2025, is open for a period of 10 working days as from the date of publication of the extract of this Notice in the *Diário da República*, for the recruitment procedure for one position, for the category of Senior Technician, as a public service employment contract of indefinite duration of the staff map of the University of Coimbra.

1. Applicable legislation: General Labour Law in Public Functions, designated by LTFP, approved by Law nr. 35/2014, of 20 June; Labour Code, approved by Law nr. 7/2009, of 12 February; Law nr. 62/2007, of 10 September, establishing the legal regime of higher education institutions (RJIES); Decree Law nr. 29/2001, of 3 February, establishing the employment quota system for people with disabilities, with a degree of functional incapacity equal to or above 60%; Administrative Rule nr. 233/2022, of 9 September, regulating the competition procedure; Administrative Rule nr. 1553-C/2008, of 31 December, which approved the single remuneration table for workers in public functions; and Decree Law nr. 84-F/2022, of 16 December, which approves measures valuing for workers in public functions. The legislation indicated should be considered in its current wording.

2. Place of work: Rectorate, University of Coimbra.

3. Procedure reference: IT160-25-16052

Within the framework of project *EC2U: European Campus of City-Universities*.

4. Job(s) characterization: Advisory, study, planning, programming, evaluation, and application functions involving technical and/or scientific methods and processes that support and prepare decision-making. Preparation, independently or in groups, of opinions and projects of varying degrees of complexity, as well as the execution of other general or specialized support activities within the common, instrumental, and operational areas of the bodies and services. Representation of the body or service in matters within its area of expertise, making technical decisions in accordance with higher-level directives or guidelines. Support in the local management and coordination of the European Alliance in which the University of Coimbra participates under the EC2U: European Campus of City-Universities project, including support, follow-up, and monitoring of the activities carried out at the University of Coimbra within the scope of EC2U; collaboration in the collection of data and in the preparation of technical reports, including financial reporting; support in mobility management; and coordination of necessary matters with the local coordinators of the other universities that form part of the alliance. Internal coordination within the EC2U team at UC and with associated project partners in Coimbra regarding all necessary matters, as well as dissemination of EC2U actions and initiatives. The functions must be performed with responsibility and technical autonomy, although under qualified higher-level guidance. The

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following competency profile is required for carrying out these functions, in accordance with the level of requirements established in Ordinance No. 236/2024/1 of 27 September for careers of functional complexity level 3: orientation towards public service, orientation towards collaboration, orientation towards change and innovation, results orientation, and critical analysis and problem solving.

5. Admission requirements: Those set forth in art. 17 of LTFP:

- a. Portuguese Nationality, when not dispensed by the Constitution, international convention or special law;
- b. 18 years of age;
- c. Not inhibited from exercising public functions or not prohibited to exercise the ones he/she proposes to perform;
- d. Physical strength and mental profile indispensable to the performance of duties, and
- e. Compliance with mandatory vaccination laws.

6. By order of the Magnificent Rector dated 03/11/2025, issued under the terms of art. 33 of the LOE 2025, the present tender procedure is open to workers holding a public employment contract for an undetermined period of time, to workers with a fixed-term public employment contract or without a public employment contract, under the terms of the provisions of nr. 4 of art. 30 of LTFP and nr. 2 of art. 5 of Administrative Rule nr. 233/2022 of 09 September.

7. Candidates may not be admitted if they are cumulatively integrated in the career, are holders of the category and, if they are not in mobility, occupy job positions foreseen in the abovementioned staff map, identical to the job position(s) to be filled through this procedure, under the terms of paragraph k) of nr. 3 of article 11 of Ministerial Order nr. 233/2022, of 9 September.

8. Academic qualifications: BSc in Economics (CNAEF code 314).

9. Formalization of applications:

9.1 Application procedure: the candidates must access and register in the electronic platform apply.uc.pt, to submit their application, selecting the procedure they wish to apply to.

The application is made by filling in the sections available in the electronic platform Apply UC, in "My application".

9.2 The documents inserted in the application are exclusively in digital portable document format (pdf).

9.2.1 - Each candidate must attach the following documents to his/her application:

Annex 1 - Copy of the documents proving the academic qualifications required in nr. 8. Candidates who hold academic qualifications obtained abroad must, until the application deadline, prove the respective recognition of the degree in Portugal, under the terms of Decree-Law nr. 66/2018, of 16th of August;

Annex 2 - *Curriculum Vitae*. The personal data, worthy of protection under the General Data Protection Regulation, should appear on a separate page from the rest of the information in the curriculum;

Annex 3 - Photocopies of documents proving the facts alleged in the Curriculum Vitae, and susceptible of weighting and evaluation during the Curricular Evaluation. Failure to attach them will imply the non-relevance of the alleged facts that have not been proved during the Curricular Evaluation.

9.2.2 - In addition to the documents mentioned in point 9.2.1, candidates holding a public employment contract, except for candidates working at the UC at the time of their application, must also present:

Annex 4 - Declaration, issued and authenticated by the service of origin, which proves the category he/she holds, the career in which the candidate is integrated, the remuneration position, the nature of the public employment contract held, the respective seniority, as well as the qualitative and quantitative mentions obtained in the performance evaluations for the last 3 years or cycles;

Annex 5 - Declaration, issued and authenticated by the service of origin, containing the attribution, competence or activity characterizing the functional content corresponding to the position that the candidate holds.

9.2.3 - Candidates with disabilities, in order to be admitted to the competitive procedure in that capacity, must also present, together with the documents provided for in 9.2.1 and, where appropriate, in 9.2.2:

Annex 6 - Declaration, under oath, of the respective degree of disability and type of disability, as well as the necessary elements to ensure that the selection process for candidates with disabilities is adapted, in its different aspects, to the communication/expression capacities, in terms of paragraph f) of number 1 of Article 17 of the Ministerial Order nr. 233/2022, of 9 September, of the Decree-Law nr. 29/2001, of 3 February and of the articles 23 and 24 of the Labour Code, applicable by force of the provisions of line c), of nr. 1 of the article 4 of LTFP.

9.3 - Failure to present the required documents, in accordance with point 9.2, will determine exclusion from the procedure, when the document in question is essential to verify admission requirements or to apply the selection methods. Failure to present the documents required under item 9.2.2 will determine, in any case, the assessment of the application as being a candidate without a previously constituted public employment relationship. Failure to present the documents required in item 9.2.3 will determine, in any case, the assessment of the application as being a candidate without a disability.

9.4 - False statements made by the candidates shall be penalized in accordance with the law.

10. Selection methods: In the terms foreseen in nr. 6 of article 36 of LTFP and in nr. 1 of article 17 of the Ministerial Order nr. 233/2022, of September 9th, the only selection method applicable to all candidates will be curricular assessment (CA), as compulsory method.

11. The curricular evaluation (CA) aims to analyze the candidates' qualifications, weighting the most relevant elements for the position to be filled.

12. The final classification (CF) will be obtained on a scale from 0 to 20 values, considering the value until the hundredths, by applying the following formula, respectively

$CF = (AC \times 100\%)$

13. Candidates who score less than 9,5 points in the selection method, as well as candidates who do not attend or who withdraw from it, will be excluded from the procedure.

14. A final list of candidates shall be drawn up.

15. In case of equal value between candidates, the criteria for preferential ranking provided for in article 24 of the Ministerial Order nr. 233/2022, of 9 September, and those established in the Minutes will be adopted.

16. The minutes of the Jury meetings, containing the evaluation parameters and respective weighting of each of the selection methods to be used, the grading grid and the final evaluation system of the method, will be published in the electronic platform apply.uc.pt.

17. Besides the communications to the candidates, foreseen in the legislation in force, the list of candidates with the results obtained in the selection method and the final list of candidates will be published in the electronic platform apply.uc.pt.

18. The remuneratory position will obey the provisions of article 38 of the LTFP, with the position of reference being the 1st remuneratory position of the *Técnico Superior*/Senior Technician career, level 16 of the Single Remuneration Table.

19. Pursuant to subparagraph h) of Article 9 of the Portuguese Constitution, the University of Coimbra, as employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional development and takes action to prevent each and every kind of discrimination and encouraging underrepresented minorities in each area to apply.

Therefore, no one can be privileged, benefited, harmed or deprived of any right or immune from any duty on account of, in particular, ancestry, age, sexual orientation, gender, marital status, family, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic or racial origin, territory of origin, language, religion, political or ideological beliefs and trade union membership.

The University of Coimbra also promotes measures to facilitate work-life balance, recognizing the efforts of workers and promoting motivation.

20. Considering the number of positions to be filled, the Jury is aware of the need to respect the quota for disabled persons under the terms of Article 3 of Decree-Law nr. 29/2001 of 3 February.

21. The conclusion of this concursal procedure and consequent contracting shall be dependent on the approval of the financing of the respective project

22. Jury:

President: João Nuno Cruz Matos Calvão da Silva, Vice-Rector of the University of Coimbra.

Permanent Members: Filipe Rafael Pereira da Rocha, Director of Services of the Management Support Service of the University of Coimbra, and Sílvia Fernanda Santos da Silva Dias, Head of Division of the International Relations Division of the University of Coimbra.

Alternate Members: Alexandre Miguel Marques Pimentel Leal, Director of Services of the Research Promotion and Management Service of the University of Coimbra, and Sónia Mafalda de Almeida Cardoso, Head of Division of the Projects and Activities Division of the University of Coimbra.

The President of the jury shall be substituted, in his/her absence or impediments, by the effective member indicated in first place.

28/10/2025 – The Director of the Human Resources Management Service, Maria Helena da Silva Matos

