

Universidade Nova de Lisboa

Nova School of Business and Economics

Notice n.º 1186/2025

**Notice of an international public call for Doctorate hiring under the Decree-Law no. 57/2016,
29th August**

1. Call identification

This call, for the recruitment of a Doctorate to perform research activities in an employment contract for an indefinite period under the Portuguese Labour Code is raised, under the Decree-Law no. 57/2016, 29 August, for the **DataLab2023 Project** funded by **Lisboa 2030**.

2. The decision to open this call was taken by the Faculty Council Coordinator Committee of Faculdade de Economia/ Nova School of Business and Economics.

3. Non admission for the reason of lack of absolute merit

Candidates that do not obtain at least 50 points in a scale between 0 and 100 measuring the seriation criteria will not be selected for lack of absolute merit.

4. Applicable Law

Decree-Law no. 57/2016, 29 August, which approves the hiring regime of Doctorates, aiming to stimulate the scientific and technological job market in all knowledge fields (RJEC) Law no. 57/2017, 29 August, that rules the first change of the Decree-Law no. 57/2016. Labor Code, approved by Law no. 7/2009, 12 February, in its current version.

5. Under the article 16th of the Decree-Law no. 57/2016, the authorization of the Government members responsible for the Finance and Public Administration areas is not needed, namely that defined in the no. 3 of the article 7th of the LTFP, the previous positive opinion of the Government members responsible for the Finance and Public Administration areas, as written in the no. 5 of the article 30th of the LTFP and the procedure for the recruitment of public workers on a requalification status, referred to at the article no. 265 of the LTFP.

6. As stated in the article 13th of the RJEC, the Call Jury has the following member composition:

- Doctor Miguel Ferreira, President of the Jury
- Doctor Luís Catela Nunes
- Doctor Susana Lopes

7. The workplace is the facilities of the Faculdade de Economia/ School of Business and Economics, without prejudice to any travelling justified by the job.

8. The monthly salary is as defined in the no.1 of the article 15th of the Law 57/2017, 19 July, corresponding to the level 195 of the Table applicable to the research career: € 3 501,28 € (three thousand five hundred and one euros and twenty-eight cents).
9. Will be admitted to this call any Portuguese, foreign or stateless candidate with a Doctoral degree and holders of a scientific and professional curriculum vitae that reveals a profile appropriate to the activity to be carried out. If the Doctoral degree was obtained in a non-Portuguese University it must obey to the stated in the Decree-Law no. 341/2017, 12 October, and any needed formalities must be completed until the end of the call.
10. The special requirements for admission to the competition are those defined in the previous point, as well as the following:
 - Previous experience in technical support roles, preferably in research or academic environments.
 - Familiarity with databases, data management systems and scientific collaboration tools.
 - Knowledge of IT security, data protection and regulatory compliance (e.g. GDPR).
 - A Doctorate in Economics, Finance, other Social Sciences or Life Sciences will be preferential, but not eliminatory.
11. Under the terms of the article 5th of the RJEC, the selection is done through the assessment of the scientific and professional curriculum of the candidates, this will be complemented by an interview, in which evidence of the following competences will be sought:
 - Ability to diagnose and solve problems autonomously, with a proactive approach.
 - Excellent communication skills, with the ability to explain technical concepts to non-specialized users.
12. The assessment of the scientific and professional curriculum of the candidates is done considering the relevance, quality and actuality of:
 - a) The scientific production of the last five years considered most relevant by the candidate;
 - b) The applied scientific activities, or practice based, developed on the last five years and considered by the candidate as the most impactful;
 - c) The activities of extension and of knowledge dissemination developed in the last five years, namely on the context of culture and scientific practice promotion considered most relevant by the candidate;
13. The five years period stated in the previous number may be extended by the Jury at a candidate's request if it is based on a scientific activity interruption due to socially protected reasons, namely parental leave, serious or prolonged illness and other situations legally protected.

14. The final classification system for candidates is expressed on a scale of 0 to 100, according to the following evaluation table:

Criteria	Criteria weighting
Scientific Production	15%
Applied research - participation in research projects	10%
Extension and knowledge dissemination activities	10%
Previous experience in technical support roles, preferably in research or academic environments	15%
Familiarity with databases, data management systems and scientific collaboration tools	15%
Knowledge of IT security, data protection and regulatory compliance (e.g. GDPR)	20%
PhD in Economics, Finance, other Social Sciences or Life Sciences	5%
Interview	10%

15. The person chosen will carry out at least the following tasks:

- a) Ensure data security by developing and applying data policies for all Safe Centre users and for the organisation
- b) Defining the data collection and organisation processes, ensuring that the information complies with the FAIR principles (Findable, Accessible, Interoperable and Reusable), guaranteeing the quality and integrity of the data, eliminating duplicates or imperfections.
- c) Providing day-to-day technical support to research teams and academics, resolving issues related to hardware, software, IT infrastructures and database management.
- d) Administering and optimising databases used in research, guaranteeing data integrity and security.
- e) Diagnosing and resolving technical problems in an effective and timely manner, minimising impacts on research activities.
- f) Collaborate in the development of new technological solutions that meet the specific needs of projects.
- g) Monitor information security policies, ensuring the protection and integrity of research data.
- h) Working closely with other departments and other teams such as IT to ensure that technological solutions are aligned with research objectives.
- i) Provide training and ongoing support to users regarding research tools and systems.
- j) Keeping up to date with technological innovations and proposing improvements to existing systems

16. The jury deliberates through nominal voting justified according to the selection criteria adopted and publicized. Abstention is not allowed.

17. The minutes of the jury meetings must contain a brief description of the issues discussed, as well as each member's votes with justification, and candidates are entitled to read it if required.
18. After the application of the selection criteria, the jury must elaborate the ranked list of candidates with the respective classification.
19. The final deliberation of the jury must be homologated by the Head of the Institution who also decides on the hiring.
20. Applications:
 - 20.1. Applications are formalized through an application form available to download at the Nova School of Business and Economics webpage - <https://www.novasbe.unl.pt/en/about-us/join-our-school> -, containing the identification of the present Call, complete candidate name, number and date of the identification document, fiscal number, occupation, residency data and contact data, including e-mail address and phone number.
 - 20.2. The candidate should also attach documents that make proof of the conditions stated in articles 9 and 10, namely:
 - a) Copy of the certificate or Diploma
 - b) PhD Thesis
 - c) Detailed curriculum vitae, structured in accordance with items from article 9, 10 and 14
 - d) Other relevant documents
21. The candidates should present their application forms as well as the other documents requested preferably in digital versions, PDF, to the e-mail address: faculty.recruitment@novasbe.pt, or personally at the Faculty Affairs Department of the Nova School of Business and Economics ("Serviço de Apoio ao Docente"), Rua da Holanda, nº 1, 2775-405 Carcavelos, during working hours until the last day of the call opening, which is 15 working days after the publishing of the Call at the Diário da República.
22. Candidates that do not fully formalize their applications or that do not make proof of the Call requisites will be excluded. The jury can require of any candidate any document that makes proof of any declaration on the application.
23. False declarations should be punished according to the law.
24. The list of the accepted and excluded candidates as well as the list with the final classification must be posted at the School's webpages, and the candidates must be notified through e-mail with Delivery Report request.
25. Previous audience and deadline for final decision: As stated in the article no. 121 of the Administrative Proceedings Code ("Código do Procedimento Administrativo"), after being notified the candidates have 10 working days to reply. The final decision of the jury must be taken during the 10 days after the deadline for applications.
26. The current call is exclusively dedicated to fill the job position above mentioned and can be terminated until the homologation of the candidates final ranked list. It will expire at the moment that the job position is filled with the selected candidate.

27. Nondiscrimination and equal access policy: Universidade Nova de Lisboa actively promotes a nondiscrimination and equal access policy, under which, no candidate shall be prejudiced either favorable or unfavorable, deprived of any right or exempt from any duty, for reasons of, namely, descent, age, gender, sexual orientation, race, marital status, family or economic circumstances, education, origin or social condition, genetic heritage, reduced capacity for work, disability, chronic illness, nationality, ethnicity or race, territory of origin, language, religion, political or ideological convictions and union membership.

28. In accordance with D.L. nº 29/2001, of 3 of February, candidates with disabilities are preferred in case of equal classification, which prevails over any other legal preferences. The candidates must provide a declaration of honor with the respective degree of incapacity, type of disability, and the communication/expression media to be used in the selection process, under the legislation mentioned above.

April 14 , 2025 – The Dean, Pedro Manuel Sousa Mendes Oliveira