

**Polytechnic Institute of Porto  
Porto Accounting and Business School**

**Notice**

International selection procedure for the recruitment of a Doctor to carry out research activities in the Centre for Organizational and Social Studies of the Polytechnic of Porto (CEOS.PP), of the Porto Accounting and Business School (ISCAP), in the form of a fixed-term public service contract.

Reference: ISCAP-01/2024

In accordance with Article 11 of the [Decreto-Law No. 57/2016](#), of 29 August, in its current wording, and by order issued on January 10, 2024 by the Dean of ISCAP, it is made public that the period for submission of applications to the international selection procedure is open, for a period of ten working days from the date of publication of this notice in the 2nd series of the Republic Diary, for a position to carry out research activities in the Centre for Organizational and Social Studies of the Polytechnic of Porto (CEOS.PP), of the Porto Accounting and Business School (ISCAP), in the form of a fixed-term public service contract, under the General Labour Law in Public Functions ([LTFP](#)), approved in annex to Law no. 35/2014, of 20 June, in its current wording.

In accordance with the provisions of paragraph 2, of article 11, of [Decree-Law No. 57/2016](#) of 29 August, in its current wording, this notice will be published in full in the 2nd series of the Republic Diary and, on the first working day following its publication in the Republic Diary, on the Bolsa de Emprego Público ([www.bep.gov.pt](http://www.bep.gov.pt)), on ISCAP website ([www.iscap.ipp.pt](http://www.iscap.ipp.pt), at [Procedimentos Concursais \(Tender Procedures\)](#)) and on the website of FCT - the Foundation for Science and Technology, I. P., in both Portuguese and English.

21 - In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, ISCAP, as the employing entity, actively promotes a policy of equal opportunities between men and women in access to employment and professional advancement, scrupulously taking measures to

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avoid any form of discrimination.

1 - Applicable legislation: General Labor Law in Public Functions ([LTFP](#)), approved in annex to Law no. 35/2014, of June 20, in the current wording; [Law no. 75-B/2020](#), of December 31; code of Administrative Procedure ([CPA](#)), approved in annex to Decree-Law no. 4/2015, of January 7, in its current wording; Regulation for hiring doctoral students aimed at stimulating scientific and technological employment in all areas of knowledge ([Regime de Contratação \(Hiring Regulation\)](#)), approved by [Decree-Law no. 57/2016 of August 29, which was amended by Law no. 57/2017](#), of July 19; [Statute of the Scientific Research Career](#), approved by Decree-Law no. 124/99, of April 20, in the current wording; [Decree no. 1553-C/2008](#), of December 31, together with Decree-Law no. 137/2010, of December 28, by Law no. 42/2016, of December 28 and by Decree no. 280/2022, of November 18 and by the Decree no. 107-A/2023, of April 18; [Decree no. 11-A/2017](#), of 29 December.

2 - No candidates in recruitment reserve: it is hereby declared that there is no recruitment reserve in ISCAP for the recruitment of Doctor candidates for research activities.

3 - Under article 16 of the ([Regime de Contratação \(Hiring Regulation\)](#)) the prior favourable opinion of the members of the Government responsible for the areas of finance and public administration, referred to in Article 30 of the LTFP, as well as the prior recruitment procedure of workers in a situation of professional promotion, in accordance with the provisions of Article 34 of the Regime of professional promotion of workers with a public employment contract, approved in annex to [Law No. 25/2017](#) of 30 May.

4 - Period and duration of the contract: The contract shall enter into force on the working day following that of its signature and shall apply for a period of three years, in accordance with Article 6(2) of [Regime de Contratação \(Hiring Regulation\)](#).

5 - Composition of the jury:

- President of the Jury – Professor Agostinho Sousa Pinto, Senior Lecturer and Vice-President of ISCAP for the area of Organizational transformation, Research and Innovation;
- Effective Member – Professor Ana Isabel Rojão Lourenço Azevedo, Senior Lecturer at ISCAP and Director of CEOS.PP who will replace the President of the Jury in his absence;
- Effective Member – Professor Alexandra Marina Nunes de Albuquerque, Senior Lecturer at ISCAP and Vice-Director of CEOS.PP;
- Substitute Member – Professor Isabel Cristina da Silva Lopes, Senior Lecturer at ISCAP and Vice-Director of CEOS.PP.

- Substitute Member - Professor Rui Filipe Pereira Bertuzi da Silva, Senior Lecturer at ISCAP and Vice-Director of CEOS.PP.

6 - Characterization of the position to be filled: considering that CEOS.PP is a research centre accredited by FCT, the position is intended for carrying out the following research activities in CEOS.PP:

Development of research activities;

- Carrying out management, extension and dissemination activities of scientific research;
- Creation and monitoring of support services for researchers;
- Active search for public and private funding opportunities;
- Preparation and submission of applications for national and European competitive funding;
- Monitoring research evaluation at the level of researchers, projects, and institutions, namely within the framework of national and European evaluation systems.

6.1 – Place of Work (address): Instituto Contabilidade e Administração do Porto, Rua Jaime Lopes Amorim, s/n, 4465- 004 S. Mamede de Infesta.

6.2 - Initial level remuneration position: according to articles 7 and 15 of the [\(Regime de Contratação \(Hiring Regulation\)\)](#), together with that stipulated in article 2 of [Decree nn 11-A/2017](#), of 29 December, the first remuneration position of the initial level is stipulated, which corresponds to a monthly base salary of 2,294.95 euros, under an exclusivity contract. The meal subsidy is added to this amount. The annual base remuneration is paid in 14 monthly installments, one of which corresponds to the Christmas subsidy and the other to the holiday subsidy, all subject to the mandatory deductions, under the provisions of articles 150 to 152 and 169 to 173 of [LTFP](#).

7 - Admission requirements: applicants should meet the general and specific requirements by the application deadline.

7.1 - General requirements: national and foreign candidates and stateless persons holding a doctoral degree, in accordance with the provisions of article 12 of the [Regime de Contratação \(Hiring Regulation\)](#). If the PhD title has been conferred by a foreign higher education institution, under the terms of [Decree-Law No. 66/2018](#), of 16 August, any formalities established therein should be fulfilled by the deadline for submission of applications. Thus, the applicant must provide a copy of the recognition of the doctoral degree in Portugal when submitting the application. However, the non-delivery of this copy does not determine the exclusion of the application, which is, in this case, admitted conditionally. However, the delivery of the recognition copy of the doctoral degree in Portugal will be compulsory when signing the contract.

7.2 - Specific requirements: Holders of a Doctoral degree in the areas of Management, Economics, Communication, Information Systems, or a related scientific area, as well as a scientific and professional curriculum that reveals an appropriate profile to the activity to be developed, under the terms of article 12 of [Regime de Contratação \(Hiring Regulation\)](#).

8 - Form, deadline, and place for submission of application: the submission of the application is made within ten working days from the date of publication of this notice in the 2nd series of the Republic Diary, **mandatorily on ISCAP's Application Platform**, which is available on ISCAP's website ([www.iscap.ipp.pt](http://www.iscap.ipp.pt), em **Procedimentos Concursais**: <https://domus.ipp.pt/concursos/iscap/pessoal/>).

8.1- Applications sent via email or other electronic means will not be accepted.

8.2 - Under penalty of exclusion, the **application must** include the following documents:

- a) Updated, detailed, dated, and signed *curriculum vitae*, also containing information regarding the scientific and professional production, the applied research activities, the extension and dissemination of knowledge activities, and the management activities of science, technology, and innovation programs, for the last five years considered most relevant by the applicant;
- b) Legible copy of the academic qualifications certificate(s);
- c) Legible copy of the entities' declarations stating the professional experience of the candidate, namely in research, extension, and management activities, in the last five years considered most relevant by the applicant;
- d) Copy of up to five academic papers that the applicant considers most relevant;
- e) Motivation letter describing the relevance of the scientific background for the functions to be performed at CEOS.PP;
- f) Letters of recommendation (optional);
- g) Doctoral thesis (optional).

8.3 - If the applicant has a public employment contract, in addition to the documents mentioned in the previous paragraph, he/she must also include in the application, also under penalty of exclusion, a copy of the declaration issued by the Service or Organization where the candidate works or is affiliated to. This document must be duly updated, signed, and dated. It must state unequivocally the type of public employment relationship, its category position, its level and respective basic remuneration, the seniority in the career, in the category and in the Public Administration, the description of the functions, or, if the candidate has been placed in a situation of professional promotion, that he/she last occupied.

8.4 – The candidate will be excluded from the procedure if he/she does not to deliver the documents referred to in points 8.2 (a), (b) and (e) and (8.3).

8.5 – False statements provided by the applicants and/or the presentation of false documents will result in the reporting to the competent entity for disciplinary and/or criminal proceedings.

9 – Selection methods, evaluation and grading criteria the applicants will be selected according to the evaluation of the Scientific and Curricular Career, complemented with a Professional Selection Interview (EPS), as established in article 5 of the [Regime de Contratação \(Hiring Regulation\)](#).

Given the urgency of filling the job position in question, the selection methods will be applied in different steps. the second method, the EPS, will only be applied to part of the applicants, to be called by successive sets of five candidates, in descending order of classification in the Evaluation of Scientific and Curricular Career (APCC) and until needs are met.

The final classification (CF) of the applicants will be the weighted sum of the classifications obtained in the Assessment of Scientific and Curricular Career (APCC) and in the Professional Selection Interview (EPS):  $CF = 0.9 APCC + 0.1 EPS$ .

Applicants with a degree of disability equal to, or higher than, 60% are given preference, in equal value, which takes precedence over any other legal preference. Applicants must include a sworn statement in their application, declaring their degree of disability and type of disability, as well as indicating if they need special means/conditions for the EPS selection method.

9.1 – APCC: under the terms of Article 5 of the [Regime de Contratação \(Hiring Regulation\)](#) the APCC focuses on relevance, quality, and newness of:

- a) The scientific production of the last five years considered most relevant by the applicant;
- b) The applied research, or practice-based activities developed in the last five years considered with the most significant impact by the applicant;
- c) The extension and knowledge dissemination activities developed in the last five years, namely in the context of promoting scientific culture and practices, considered of greater relevance by the applicant;
- d) The management activities of science, technology and innovation programs, or the experience in observing and monitoring the scientific and technological system of higher education, in Portugal or abroad.

The APCC focuses on the three strands described below and the final classification is obtained by the following formula:  $APCC = 0,2 HA + 0,4 PCC + 0,4 MCI$ .

9.1.1. Qualifications (HA): evaluation of the applicant training area:

- PhD in Management, HA = 5 points;

- PhD in Economics, HA = 5 points;
- PhD in Communication, HA = 5 points;
- PhD in Information Systems, HA = 5 points;
- PhD in related areas, HA = up to 4 points.

9.1. 2. Evaluation of the Scientific and Curricular Career (PCC). This evaluation focuses on the parameters described below and the respective classification is obtained by the following formula:  $PCC = 0.4 PC + 0.6 AI$ .

9.1.2.1 Scientific Production (CP). The last five years' of high-quality scientific production (PC) are evaluated. The classification of the scientific production is obtained by:  $PC = 0,6 PCV + 0,4 PCQ$ .

Quantitative assessment (PCV):

- Publications in Web of Science or Scopus journals in the areas of Management, Communication, Economics, Information Systems, PCV = up to 5 values;
- Publications in related areas, PCV = up to 3 points;
- Publications in other areas, PCV = 1 value.

Qualitative evaluation (PCQ): the applicant must provide copies of up to five most relevant articles, PCQ = up to 5 values.

9.1.2.2 Research, Extension and Management Activities (AI). Evaluation of applied or practice-based research activities, and extension and management activities developed in the last five years. This parameter includes (i) participation in R&D projects, services, and technology transfer and (ii) participation in science management and knowledge dissemination activities, including the organization of conferences, symposia, and scientific cooperation activities, (iii) supervision / co-supervision of master students, doctoral students and post-doctoral researchers. Activities in the areas of Management, Economics, Communication and Information Systems, IA = up to 5 points; activities in related areas, IA = up to 4 points; activities in other areas, IA = 2 points.

9.1. 3. Motivation and Innovation Capability (ICM). Evaluation of the applicant motivation and innovation capacity through assessing the motivation letter describing the relevance of the scientific background for the functions to be performed at CEOS.PP = up to 5 points.

9.2 - The EPS applied to the candidates approved for the application of this selection method, in successive sets of five candidates, in decreasing order of classification in the Evaluation of the Scientific and Curricular Pathway (APCC), until the needs are met, focuses on the aspects described below and based on the formula:  $EPS = 0.3 CI + 0.6 RI + 0.1 AC$ , where:

CI = Fluency and communication skills at the academic and scientific level, including English;

RI = Clarification of aspects related to the applicant research

AC = Assessment of critical thinking and problem-solving skills.

**Applicants who fail to attend the EPS will be excluded from the procedure.**

10 - Deliberations and minutes of the Jury: according to the article 13 of the [Regime de Contratação \(Hiring Regulation\)](#) the jury deliberates through a reasoned roll-call vote in accordance with the adopted and disclosed selection criteria; abstentions are not allowed. Jury meetings, including those for the final decision, may be held by video conference. Minutes shall be drawn up of the jury meetings, containing a summary of what occurred in each meeting, as well as the votes cast by each member and respective grounds. The minutes will be published on ISCAP's website ([www.iscap.ipp.pt](http://www.iscap.ipp.pt) in [Procedimentos Concursais \(Tender Procedures\)](#)) and on ISCAP's Application Platform, which notifies the applicants to the email given by each applicant when applying.

11 - Criteria for preferential order: in compliance with no. 1, of article 1, and no. 1, of article 4, of Decree-Law no. 29/2001, of 3 February, together with no. 3, of article 3, of the same diploma, applicants with a degree of incapacity or disability equal to, or greater than, 60% shall have preference, in equal value, which shall prevail over any other legal preference. Applicants must include a sworn statement in their application, declaring their degree of disability and type of disability, as well as indicating if they need special means/conditions for the EPS selection method.

12 - Admission of the applicants and consequent notification: the admitted applicants will be summoned, through notification, of the day, time, and place of the EPS selection method, which can be done by video conference. Candidates will be notified via ISCAP's Application Platform, with a message to the email address provided in the application.

13 - Exclusion of applicants and notification for prior hearing: for the hearing of interested parties, under the terms of articles 121-125 of CPA, the applicants whose application is excluded will be notified, through ISCAP's Application Platform, with a message to the email address provided in the application.

14 - Prior hearing and approval of the final ranking list of the applicants: for the hearing of interested parties, in accordance with the terms of articles 121-125 of CPA, the final ranking list of the applicants shall be notified to the candidates, through ISCAP's Application Platform, with a message to the email address provided in the application. After the hearing of interested parties and subsequent approval, the list of applicants' final order will be published in the 2nd series of the Republic Diary and made available on ISCAP's website ([www.iscap.ipp.pt](http://www.iscap.ipp.pt) at [Procedimentos](#)

[Concursais](#)). Applicants, including those who have been excluded, will be notified of the ratification of the final ranking list. The notification will be made through ISCAP's Application Platform, with a message to the email address provided in the application.

15 - Recruitment: the Doctoral applicant will be recruited in descending order of the applicants' final ranking and is expected to start working on 01/03/2024.

ISCAP, on January 15, 2024.

The Dean of ISCAP, Manuel Fernando Moreira da Silva

Assinado por: **MANUEL FERNANDO MOREIRA  
DA SILVA**

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