

RECRUITMENT AND SELECTION PROCESS

Internal Reference: CBQF_Técnico

[Portuguese version](#)

Framework

The Center for Biotechnology and Fine Chemistry (CBQF), integrated into the School of Biotechnology of the Catholic University of Portugal, in Porto, is recruiting a collaborator to support the development of Research and Development activities. This hiring is framed within the Financiamento Plurianual de Unidades de I&D da Fundação para a Ciência e Tecnologia (UID/50016/2025).

1. Role

Administrative support for CBQF's research and development activities, in particular, supporting the following processes:

- Assisting CBQF's Board of Directors;
- Internal and external communication;
- Event organization, internal and external;
- Production of information materials to support CBQF's activities and contribute to updating its website;
- Collection and compilation of information related to the activities carried out at CBQF;
- Preparation of reports, under the guidance of CBQF's Board of Directors;
- Collection and compilation of the necessary elements for the preparation of applications, as well as for the instruction of selection processes for researchers or fellowship recipients.

2. Requirements

- a) Higher education or relevant experience in the field of activity of the current job offer;
- b) Excellent knowledge of MS Office, in particular MS Word, MS Excel, MS Powerpoint, and Outlook;
- c) Proficiency in both Portuguese and English, both spoken and written;
- d) Good interpersonal skills, maturity, proactivity, and dynamism;
- e) Organizational and time management skills;

- f) High rigor, autonomy, and sense of responsibility;
- g) Immediate availability.

3. Remuneração

Gross monthly pay is €1,368.65, plus meal allowance. To these values annual leave and Christmas allowances will be added.

4. Workplace

The workplace is located at the Porto facilities of the Universidade Católica Portuguesa in Porto.

5. Selection Process

The selection process will include two phases. A first phase that considers:

- i) Curricular evaluation (35%);
- ii) Prior experience (65%).

And a second phase that integrates a selection interview with the goal of assessing in depth, the the degree to which the candidate's profile matches the requirements established in point 2 of this notice.

Only candidates with a score higher than 70 points will be considered eligible. Of these candidates (with scores higher than 70 points), the highest-ranked candidates will be interviewed, and in this situation, the weighting will be i) curricular evaluation (30%), ii) prior experience (60%) and iii) selection interview (10%).

Only candidates with a final score of 80 or higher, on a scale of 0 to 100, will be selected for this position.

6. Forma de publicitação/notificação dos resultados:

The final results of the evaluation, after the application of the selection criteria, will be published in an ordered list of approved candidates, ranked by their classification. The ranked list of approved candidates will be posted at the Porto facilities of Universidade Católica Portuguesa, located at Universidade Católica Portuguesa – Centro Regional do Porto, Rua de Diogo Botelho, 1327, 4169-005 Porto, Portugal, with each candidate being notified of their position on the ranking list via email. This email will identify the reference number as it appears on the posted ranking list. Ineligible candidates will be notified by email, with an explanation of the missing eligibility requirements.

7. Formal application procedure

Applications are formalized by completing the application form available at <https://hr-ucpporto.inqueritos.porto.ucp.pt/958333?lang=en>

Applications shall include the following documents:

- a) Curriculum vitae;
- b) Documents demonstrating that you meet the requirements of the competition, namely certificates of academic degrees¹, work certificates, certificates of vocational training courses or others that prove to be important;
- c) Cover letter in English, demonstrating the candidate's motivations and availability to assume the position in the competition;
- d) Contact details of two references.

8. Application Deadline

Candidates may submit their application, pursuant to the terms mentioned in the previous point, from the 10th March 2026 to the 24th March 2026 (until 6 pm, Lisbon time).

Candidates who incorrectly complete their registration or who fail to prove that they meet the requirements of this competition will be excluded from admission.

False statements made by candidates will be punished according to the law.

9. Privacy Policy

Universidade Católica Portuguesa is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 – General Regulation on Data Protection.

The personal data submitted within the scope of this tender procedure is processed within the framework of said tender procedure only, and will be treated by Universidade Católica Portuguesa with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

¹ If the qualification certificate was awarded by a non-Portuguese higher education institution, the candidate must submit the Certificate of Recognition or proof of application for recognition in accordance with Portuguese law, otherwise their application will not be considered for this competition.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

Rights of Personal Data Subjects: <https://www.ucp.pt/pt-pt/direitos-do-titular-dos-dados>

For purposes of exercising the respective rights, contact the University through the e-mail address compliance.rgpd@ucp.pt ou para a morada identificada no final do presente Edital em “Contactos para esclarecimentos”. or by using the address found at the end of this announcement, through the means set out in "Contacts for clarification".

The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

To exercise your rights, please contact the address identified at the end of this Notice under “Contacts for further information”. The data subject always has the right to contact and file a complaint with Comissão Nacional de Proteção de Dados.

10. Non-discrimination and equal access policy

Universidade Católica Portuguesa actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, gender, sexual orientation, marital status, family status, family and economic conditions, instruction, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, and/or union membership.

11. Final remarks

The present call for applications is exclusively destined to fill this specific vacancy and expires once the vacancy has been filled.



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The present call for applications may be cancelled when it is vacant, when any case of force majeure occurs, or when reasons of a budgetary nature, occurring after the opening of the competition, determine it.

The selected candidate shall be hired under an uncertain term (contrato a termo incerto) predicted to start on the 1st April 2026, with an estimate duration of 45 months.

12. Contacts for further information

Universidade Católica Portuguesa – Centro Regional do Porto

Rua de Diogo Botelho, 1327 | 4169-005 Porto, Portugal

Direção de Recursos Humanos

drh.recrutamento.porto@ucp.pt