



PUBLIC NOTICE/0127/2025

**PUBLIC NOTICE FOR AN INTERNATIONAL CALL FOR APPLICATIONS
FOR THE POST OF PROJECT MANAGER**

Internal Reference: Sinfonia-Gestor de Projeto

[Portuguese version](#)

1. Framework

The Rector of Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil, hereby announces the opening of an international call for applications for one vacancy of Project Manager to perform duties of Project Management and Pre-Award support, in the scientific field of Natural Sciences. The research activities will be carried out at the Centre for Biotechnology and Fine Chemistry (CBQF), integrated at the Faculty of Biotechnology of Universidade Católica Portuguesa, in Porto, within the framework of the project SINFONIA - Sustainable Agroecosystems, Food Innovation, and Artistic Practices for Climate Adaptation, funded under the call NORTE2030-2024-84 - Sistema de Apoio à Criação de Conhecimento Científico e Tecnológico - Projetos Integrados de IC&DT.

The project, which will run until the 30th June 2028, will apply a multidisciplinary approach to develop innovative solutions for addressing the impact of climate change in soil health and cultural heritage, leading to the development of novel healthy and sustainable foods and new artistic practices. The project is coordinated by CBQF and CITAR, and involves researchers from other UCP research centres.

The Project Manager recruited for this position in the framework of the abovementioned project SINFONIA, will be responsible, among others, for the following functions:

- Project management, including preparation and submission of project deliverables and reports.
- Engage with the coordination and partners of the project.
- Organise all planned events.
- Set clear communication and dissemination actions (e.g. conferences, seminars, science outreach events) and guarantee their implementation.
- Manage and coordinate SINFONIA's website, including the preparation of content.
- Support the process for new project applications, building on SINFONIA.
- Promote the implementation of activities at UCP in alignment with the project's objectives and tasks, including supporting applications to new proposals.

2. Workplace

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



3. Remuneration

Gross monthly pay is €2351.53, plus meal allowance, to which will be added annual leave and Christmas allowances.

4. Admission requirements

Any national, foreign, or stateless candidates who hold a degree in Natural Sciences or related scientific fields, and who furthermore hold a scientific and professional curriculum vitae whose profile is suited to the activities to be performed, can submit their application. If the degree was awarded by a foreign higher education institution, said degree must comply with the provisions of Portuguese legislation regarding the recognition of foreign degrees. For those purposes, the requirements described in **point no. 9** of this public notice must be considered.

4.1. General Requirements

The general requirements are stated in point 4 of this public notice.

4.2. Specific Requirements

- a) PhD in Natural Sciences or a related field.
- b) Research experience in the areas of Natural Sciences.
- c) Experience in the management of research projects or knowledge transfer projects.
- d) Excellence in both written and spoken English language.
- e) Experience in Communication and public outreach activities.
- f) Experience in the preparation of project applications (preferred).

5. Assessment criteria

The assessment criteria, based on the requirements listed in point 4, are the following:

- i. Curricular evaluation (30%);
- ii. Previous experience (70%).

If necessary, the candidates ranked in the top positions may be interviewed, with the assessment criteria being the following: Curricular evaluation (25%); previous experience (65%); interview (10%). The selected candidate must achieve a final score greater than or equal to 80 points).

6. Tender Selection Panel

The tender selection panel shall be formed by:

President of the Jury: Prof. Dr. Manuela Pintado;

Other members: Prof. Dr. Elisabete Pinto; Prof. Dr. Patrícia Moreira, Dr. João Cortez and Dr. Mariana Bexiga.



7. Deliberation and publication

The panel shall deliberate by means of roll-call voting based on the adopted and disclosed selection criteria, with no abstentions allowed. Minutes of panel meetings shall be taken. These shall contain a summary of events, as well as details of the votes cast by each of the members and their respective reasoning. After all selection criteria have been applied, the panel shall prepare a ranked list of approved candidates and their respective classification. The panel's final decision shall be approved by the Rector, who shall also approve the hiring of the selected candidate.

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 and will be published on the website <https://cbqf.esb.ucp.pt/>. Candidates will be notified by email once this list has been made available.

8. Preliminary Hearing and Final Decision Deadline

After notification of the results, candidates have ten days to respond. In the following five days (counting from the end of the candidates' response period), the panel's final decision is issued.

9. Formal application procedure

Applications are formalized by completing the application form available at <https://hr-ucpporto.inqueritos.porto.ucp.pt/923887?lang=en>.

Applications must be submitted in English.

Applications shall include the following documents:

- a) Curriculum vitae.
- b) Certificate of conclusion of the degree with the respective date.
- c) Motivation letter stating the reason for applying to this position and highlighting the candidate's experience in the management of research projects or knowledge transfer projects.
- d) If the degree is issued by foreign higher education institutions, the candidate must submit the Recognition Certificate or proof of the application for recognition pursuant to Portuguese law.
- e) Contact details of two references.

If the degree has been awarded by a non-Portuguese higher education institution, said degree must comply with the provisions of the Portuguese legislation on the recognition of foreign degrees, as set out in Decree-Law no. 66/2018 of August 16th. Entering into a contract with the selected candidate is conditional on the submission of the formal document.

For additional information on this matter candidates are advised to check the website of the Directorate-General for Higher Education (DGES): <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>.



10. Application deadline

Candidates may submit their application, pursuant to the terms mentioned in the previous point, from December 5, 2025 until December 15, 2025 (until 5pm, Continental Portugal time).

Candidates who do not comply with the application's prerequisites or who fail to submit proof of meeting the requirements stated in the present public notice shall be excluded from consideration. In case of doubt, the panel is entitled to request that candidates present further documentation attesting to their written statements. Failure to submit the requested clarification, information, or documents, within five working days of being requested to do so, determines the dismissal of the application.

Any false statements made or provided by the candidates are punishable by law.

11. 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.

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/rights-data-subjects>.

For purposes of exercising the respective rights, contact the University through the e-mail address compliance.rgpd@ucp.pt 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).

12. 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,



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disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, and/or union membership.

13. Final remarks

The present call for applications is exclusively destined to fill this specific vacancy and can be terminated at any time up to the approval of the final candidate list. The call for applications expires once the vacancy has been filled.

The present call for applications and the contract signed as a result thereof shall only take effect if financing conditions are met.

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

The selected candidate shall be hired by Universidade Católica Portuguesa as a **Project Manager** under an uncertain term contract (contrato a termo incerto) predicted to start on January 15, 2026 with the estimate duration of 29,5 months (duration of the activities) which will never, under any circumstances, be superior to 48 months.

14. Contacts for further information:

Universidade Católica Portuguesa – Centro Regional do Porto, Rua de Diogo Botelho, 1327, 4169-005 Porto, Portugal

Human Resources Department

drh.recrutamento.porto@ucp.pt