

**INSTITUTO NACIONAL DE INVESTIGAÇÃO AGRÁRIA E VETERINÁRIA, I. P.**

*- English -*

**Notice (excerpt) No. 11599/2025/2 published in the *Diário da República*, 2nd series, No. 87, 07-05-2025**

**Deadline: 20-06-2025**

**Opening of an International External Recruitment Process for an Assistant Researcher Position in the Scientific Research Career within the Staff Framework of Instituto Nacional de Investigação Agrária e Veterinária (INIAV, I.P.), under the FCT-Tenure Programme – 1st Edition, reference 2023.12090.TENURE.024**

An international external recruitment process is open for the hiring of an Assistant Researcher for the scientific research career within the staff framework of the Instituto Nacional de Investigação Agrária e Veterinária (INIAV, I.P.), under the FCT-Tenure Programme – 1st Edition, with reference 2023.12090.TENURE.024.

The recruitment is intended for the scientific area of INIAV, I.P. of Food Safety, for the Innovation Hub of Vairão, within the scope of the application to the FCT-Tenure Programme – 1st Edition, with reference 2023.12090.TENURE.024 – Assistant Researcher in analytical chemistry – expertise in food contaminants.

The deadline for submitting applications is 30 working days, starting from the day following the publication of this Notice (excerpt) in the *Diário da República*.

The recruitment will be carried out under a Public Employment Contract of indefinite duration, in accordance with Decree-Law No. 124/99, of 20 April, in its current version, which approves the Scientific Research Career Statute (*Estatuto da Carreira de Investigação Científica* - ECIC), in conjunction with the provisions of Law No. 35/2014, of 20 June – General Law on Public Employment (LTFP). A trial period of three years may be established, in accordance with Article 38(2) of Decree-Law No. 124/99, of 20 April, in its current version.

This recruitment process is opened within the scope of the FCT-Tenure Programme – 1st Edition, as provided for in the Call for Applications (AAC) with reference PRR No. 02/C06-i06/2024, under the support measure set out in Article 137 of the State Budget Law for 2024. This initiative aims to promote the recruitment of PhD holders exclusively for permanent positions, through integration into the scientific research career, in accordance with the Programme Contract signed between INIAV, I.P. and the entity responsible for implementing the FCT-Tenure Programme, ensuring compliance with the strategic objectives defined for the consolidation of the scientific research career.

The recruitment will be conducted in accordance with the ECIC and will follow the principles of equality, merit, and transparency, ensuring full compliance with Articles 9, 10, 15, 19, and 20 of

Decree-Law No. 124/99, of 20 April, in its current version, as well as other applicable regulations governing recruitment in public administration.

Pursuant to Joint Order No. 373/2000, of 31 March, issued by the Minister for State Reform and Public Administration and the Minister for Equality, it is mandatory to include the following statement in recruitment and promotion procedures: “In compliance with point (h) of Article 9 of the Constitution, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and professional progression, ensuring strict adherence to the principle of non-discrimination in any form.”

In this regard, terms such as ‘candidate’, ‘researcher’, and similar references are used in a gender-neutral manner throughout this notice. Likewise, no applicant may be privileged, favoured, disadvantaged, or deprived of any rights, nor exempt from any obligations, on the basis of—among others—ancestry, age, sexual orientation, marital status, family situation, economic situation, education, social origin or status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic or racial origin, place of birth, language, religion, political or ideological beliefs, or trade union affiliation.

In accordance with Articles 16, 17, 19, 20, and 24 to 26 of the ECIC, as well as all other applicable legislation, the following provisions shall be observed:

#### **1. Authorisation order**

The launch of this recruitment process was authorised by the President of the Board of Directors of INIAV, I.P. in Deliberation (excerpt) No. 257/2025, published in the 2nd series of the *Diário da República* No. 36, on 20 February 2025.

This decision was issued following a proposal from the Scientific Council of INIAV, I.P., after confirming the availability of appropriate budgetary funds and verifying that the position now open for recruitment is included in the staff framework of INIAV, I.P.. The position is designated for carrying out research activities, assigned to an Assistant Researcher in the scientific area mentioned above at INIAV, I.P.

#### **2. Approval of the present call for applications**

This call for applications was approved in accordance with Article 4(1) of the ECIC by the selection committee during its meeting on 28<sup>th</sup> of March 2025, as recorded in the minutes duly approved in draft form.

#### **3. Scientific area**

- 3.1. The scientific area of INIAV, I.P. for this recruitment process is Food Safety - Analytical Chemistry.
- 3.2. This recruitment process is intended for the hiring of an Assistant Researcher by INIAV, I.P., under a Public Employment Contract of indefinite duration.

#### **4. General and specific admission requirements**

- 4.1. General Requirements – As defined in Article 17 of the LTFP, approved by Law No. 35/2014, of 20 June.
- 4.2. Specific Requirements – As defined in Article 10(1)(a) and (b) of the ECIC, namely:

Holding a PhD degree in the scientific area of Pharmaceutical Sciences, Biochemistry, Chemical Engineering, Analytical Chemistry, Food Sciences or Food Engineering.

## **5. Salary and working conditions**

- 5.1. The salary corresponds to the position on the single remuneration table equivalent to the salary corresponding to index 195 of the 1st step of the Assistant Researcher category, as stated in Annex I of the ECIC. In addition to the basic salary, the employee is entitled to holiday, Christmas, and meal allowances, as well as any other supplementary benefits to which they may be legally entitled.
- 5.2. The working conditions are those established in the ECIC, the legislation governing public employment contracts, and the regulatory provisions of INIAV, I.P. applicable to researchers employed by the institution.

## **6. Job description**

The job responsibilities for the position to be filled are those set out in Article 5 of the ECIC, in its current version.

## **7. Workplace, type of recruitment process, number of positions, and validity of the process**

- 7.1. The workplace of the Assistant Researcher recruited through this process will be at the Innovation Hub of Vairão- Unit of Food Safety, without prejudice to the possibility of carrying out activities in other Innovation Hubs of INIAV, I.P., as well as temporary assignments within the country or abroad.
- 7.2. This is an external and documentary-based recruitment process, which will involve the evaluation of the candidates' curriculum vitae, scientific work, in accordance with point (a) of Article 9, Article 10(2), and Article 15 of the ECIC.
- 7.3. The number of positions available is one (1).
- 7.4. The validity of the recruitment process extends until the selected candidate has been formally hired by INIAV, I.P. under a public employment contract.

## **8. Selection Committee**

- 8.1. The Selection Committee for this recruitment process will be chaired by Doctor Carina Almeida, Principal Researcher, Instituto Nacional de Investigação Agrária e Veterinária, I. P.
- 8.2. The committee members will include:
  - Doctor Andreia Alexandra Ribeiro Freitas, Principal Researcher, Instituto Nacional de Investigação Agrária e Veterinária, I. P.;
  - Doctor Fernando Jorge dos Ramos, Associate Professor with Habilitation, Faculty of Pharmacy of the University of Coimbra;
  - Doctor Maria Beatriz Prior Pinto Oliveira, Full Professor, Faculty of Pharmacy of the University of Porto;
  - Doctor Maria Helena Rodrigues Gonçalves Soares Costa, Principal Researcher, Instituto Nacional de Saúde Doutor Ricardo Jorge;
  - Doctor Carla Maria Cadete Martins Moita Brites, Research Professor, Instituto Nacional de Investigação Agrária e Veterinária, I. P. (Substitute Member).

## 9. Notification of admitted and excluded candidates and final ranking

The list of admitted and excluded candidates, as well as the final ranking list, will be published on the INIAV website. Candidates will also be notified via email, as specified in point 11.7.

## 10. Application for admission to the recruitment process and submission procedure

- 10.1. The application form to this recruitment process, along with the required application documents, must be addressed to the President of the Board of Directors of INIAV, I.P., no later than the 30<sup>th</sup> working day following its publication in the *Diário da República*.
- 10.2. The application form and all required documents must be, delivered in person or sent by registered mail with acknowledgment of receipt to the Department of Human Resources Management of the National Institute for Agrarian and Veterinary Research (INIAV, I.P.), on working days, between 9:30 AM and 12:00 PM and 2:00 PM and 5:00 PM, at the following address: Avenida da República, Quinta do Marquês, 2784-505 Oeiras. Applications must be submitted by the deadline specified in point 10.1. Alternatively, applications may be submitted via email to [concursos externos@iniav.pt](mailto:concursos externos@iniav.pt), clearly indicating the reference of the notice published in the *Diário da República*.
- 10.3. The application form is available on the INIAV website under the "Procedimentos concursais" section: <https://www.iniaiv.pt/procedimentos-concursais-e-de-mobilidade>. Whether submitted electronically, in person, or by registered mail, the candidate must provide a valid email address in their application. Failure to provide a valid email address may result in exclusion from the process. All official communications and notifications regarding this recruitment will be sent via email with a read receipt confirmation, in accordance with the ECIC and this notice.
- 10.4. Candidates must submit a signed declaration regarding consent and confidentiality (Declaração de consentimento e de confidencialidade) in the processing of personal data related to the recruitment process. This declaration is available at: <https://www.iniaiv.pt/procedimentos-concursais-e-de-mobilidade>;
- 10.5. Declaration under oath, in accordance with the document attached to this notice of the recruitment process.
- 10.6. The application form must be accompanied by the following documents:
  - 10.6.1. *Curriculum vitae* in electronic format (PDF), including the candidate's scientific work, as per Article 16(3) of the ECIC, detailing:
    - Research activities, professional experience and training, community service and technology transfer, scientific supervision, and management activities relevant to the position, namely, identification of research activities in accordance with Article 5 of the ECIC, covering the evaluation criteria outlined in point 12.4 of this notice, particularly those relevant to the scientific area of the recruitment process;

- The *curriculum vitae* must be structured to allow a clear and quick identification of the candidate's contributions in each of the subsections of point 12.4.
  - Indication of the candidate scientific individual identifiers, allowing for the identification of the list of publications (eg. Scopus, Web of Science, ORCID);
- 10.6.2. Candidates must provide the *Digital Object Identifier* (DOI), quartil (identifying the corresponding area considered on Scopus or Web of Science), of the scientific articles published in international journals, as listed in their *Curriculum Vitae*, along with any other works they consider relevant for the evaluation of the selection committee;
- 10.6.3. In the *Curriculum Vitae*, candidates must highlight up to five (5) works they consider most representative, particularly regarding their contribution to the scientific development and progress of the field related to the Food Safety/Analytical Chemistry area, namely in the determination of contaminants in food products. This selection must be accompanied by a brief justification, explaining the candidate's contribution to each selected work.
- 10.6.4. The *Curriculum Vitae* must include a summary section outlining the key results of the candidate's scientific activity and previous professional experience, as well as the relevance of their academic and professional background for the scientific area, justifying the compliance with the absolute merit parameters listed on point 12.4.1.
- 10.6.5. A document, in digital format, describing, in no more than 5000 words, a research project that the candidate proposes to develop in the scientific area/subarea of Food Safety/Analytical Chemistry. The research project must be explicitly and justifiably based on the candidate's scientific contributions to the scientific area and on the mission/strategic development of the Food Safety Unit, focusing on a timeframe of 3 to 5 years.
- 10.6.6. With the exception of scientific articles, all application documents must be submitted in Portuguese or English.

## 11. Grounds for candidate exclusion

- 11.1. Candidates will be immediately excluded from the recruitment process if they fail to submit all required documents in point 10, by the deadline, in the manner and at the location specified in this call for applications. Candidates will also be excluded if the documents provided do not prove that they meet the general and specific requirements outlined in point 4;
- 11.2. Candidates who do not submit their Curriculum Vitae organized according to the evaluation parameters set out in point 12.4 and its subparagraphs will be excluded from recruitment process.
- 11.3. Candidates who have been approved and ranked in a position that would allow them to fill the advertised role will also be excluded if they fail to provide the required legal documentation proving their eligibility for a permanent public employment contract

within the specified deadline, without justification. Candidates will also be excluded if the submitted documents are found to be inadequate, false, or invalid;

- 11.4. If a candidate is excluded based on the reason mentioned above, the next-ranked candidate on the final ranking list will be invited to submit the required legal employment documents to establish a permanent public employment contract.
- 11.5. Candidates will be excluded from the recruitment process if, their application is improperly submitted or they fail to meet the required qualifications specified in this call for applications.
- 12.4.1. Candidates holding academic degrees awarded by foreign higher education institutions must have their PhD degree formally recognised in accordance with Decree-Law No. 66/2018, of 16 August, in its current version.
- 12.4.1. If the selected candidate obtained their PhD degree abroad, the recognition of the degree mentioned in the previous point must be obtained by the end of the deadline for signing the employment contract.
- 11.6. Candidates of foreign nationality, except those from Portuguese-speaking countries, must demonstrate proficiency in spoken and written Portuguese at B2 level of the Common European Framework of Reference for Languages (CEFR), as defined by the Council of Europe. This language proficiency requirement must be officially certified by a Portuguese as a Foreign Language proficiency certificate, issued by the Centro de Avaliação e Certificação de Português Língua Estrangeira (CAPLE).
- 11.7. The list of excluded and admitted candidates, as well as the final ranking list, will be published on the INIAV website. Candidates will also be notified via email.
- 11.8. Candidates who are excluded under the provisions of the previous sections have the right to a prior hearing. They will be granted a period of ten (10) working days to submit their statements or objections.

## 12. Rules governing the selection committee

- 12.1. The Selection Committee will operate in accordance with the rules established in the ECIC, in its current version.
- 12.2. In its first meeting, the Selection Committee will approve this call for applications, as recorded in the minutes of the meeting, which will be approved in draft form.
- 12.3. In its second meeting, the Selection Committee will verify the admission requirements of the candidates and prepare the list of admitted and excluded candidates, ensuring that each exclusion is duly justified. Additionally, it will initiate the prior hearing process for excluded candidates.
- 12.4. In its third meeting, the Selection Committee will approve candidates based on absolute merit, and will evaluate the relative merit, as outlined below.
  - 12.4.1. A **positive vote** on the approval of **absolute merit** must be justified based on the cumulative observation of the following circumstances:
    - i) The relevance, quality, and currency of the candidate's *Curriculum Vitae*, as well as their most significant and high-impact academic contributions, are deemed clearly sufficient for the minimally adequate performance of



the Assistant Researcher role in the scientific area of the recruitment process; and

- ii) The list of five (5) works, that the candidate considers most representative, as referenced in 10.6.3, particularly in relation to their contribution to the development and advancement of the scientific area of the recruitment process, demonstrates that the candidate possesses the necessary capability for the minimally adequate performance of the Assistant Researcher role in the scientific area of the recruitment process, Food Safety/Analytical Chemistry, namely in the determination of contaminants in food; and
- iii) To demonstrate laboratory skills in the development, optimization and validation of analytical methodologies for the determination of contaminants in food using liquid chromatography coupled with mass spectrometry, in the Food Safety area; and
- iv) Provide evidence of scientific leadership and independence, including at least one project with a leadership position with relevance in the scientific of recruitment process; and
- v) To present a research project, as refereed in point 10.6.5, clearly aligned with the scientific area of the present recruitment process and with the mission of the Food Safety Unit.

12.4.2. Once the candidates approved in absolute merit have been definitively identified, in accordance with the provisions of the previous point, the Selection Committee will proceed with the evaluation of their relative merit, following the procedures established in Article 16(3) of the ECIC, in its current version. For the ranking process, the parameters identified in the following sections may be considered for each evaluation component, weighted according to the preferred parameters specified in point 12.5;

12.4.2.1. **QUALITY OF SCIENTIFIC AND TECHNICAL WORK (QTC)**, assigned a weighting factor of 70%, considering the following considerations:

12.4.2.1.1. **Scientific Publications (10%)**: This parameter considers books, book chapters, articles in scientific journals, and papers in international conference proceedings in which the candidate is listed as author or co-author, considering:

- Their nature, relevance, quality, role of the candidate on the publication and innovation in the area of food safety, with focus on advanced analytical chemistry;
- Relevance of the works selected by the candidate as most representative, particularly in relation to their contribution to the development and evolution of the scientific area of the recruitment process.

12.4.2.1.2. **Coordination and Participation in Scientific Projects (15%)**: This parameter assesses the candidate's involvement in and

coordination of scientific projects, which were competitively funded, considering:

- Territorial scope (national or international) and scale;
- The role of the candidate, specially regarding the coordination of projects;
- The nature and relevance in the area of food safety.

**12.4.2.1.3. Promotion of Scientific Activity and Recognition by the**

**International Scientific Community (15%):** This parameter assesses the candidate's ability to coordinate and lead research teams, as well as their participation in advanced training networks, in collaboration with national and international institutions. This parameter considers:

- Participation in international scientific and technical networks;
- Awards from scientific societies;
- Editorial and revision activities in scientific journals;
- Coordination and participation in programme committees for scientific events;
- Invited lectures at scientific meetings or at other institutions;
- Membership in competitive admission scientific societies and other similar distinctions.

**12.4.2.1.4. Research project (30%):** This parameter assesses the relevance, timeliness, quality and innovation/originality of the proposal; the alignment of the project with the area of Food Safety/Analytical Chemistry; the capacity to implement the proposed project, as well as the alignment of the candidate's profile with the submitted project; its relevance to the mission of the Food Safety Unit.

**12.4.2.2. PROFESSIONAL EXPERIENCE AND TRAINING,** assigned a weighting factor of 15%, considering:

- The level and relevance of the candidate's academic degrees, titles, or professional qualifications, as well as their professional experience in performing the functions of an Assistant Researcher in the scientific area of the recruitment process.
- The relevance of the candidate's qualifications and experience to the development of this scientific area at INIAV, I.P. These aspects must be clearly presented in the *Curriculum Vitae*.
- Experience and training in the area of Food Safety and Advanced Analytical Chemistry namely, in methodologies of liquid chromatography coupled with mass spectrometry.

**12.4.2.3. CONTRIBUTIONS TO SCIENTIFIC SUPERVISION,** assigned a weighting factor of 5%, considering:

- Supervision and mentoring of students, interns, and research fellows:  
This parameter evaluates the candidate's supervision of PhD, master's,



and undergraduate students, as well as interns and research fellows, in relevant subjects for the recruitment area;

- Training activities: This parameter considers the candidate's participation in and coordination of scientific and/or technological training initiatives aimed at the scientific community.

12.4.2.4. **PARTICIPATION IN MANAGEMENT BODIES**, assigned a weighting factor of 5%, considering the duration and relevance of those activities. This parameter will consider:

- Positions in management bodies of educational or research institutions, or in the business sector: This parameter assesses the nature and level of responsibility of the position held.
- Leadership and coordination roles: This parameter evaluate the candidate's position, scope of action, and achieved results in managing departments and research units.
- Temporary positions and tasks: This parameter consider the nature and scope of action of the candidate on scientific programme evaluations, academic examination boards, recruitment panels, and other temporary roles assigned by competent management bodies.
- Other roles: This parameter evaluates positions held as per Article 49 of the ECIC, in its current version, as well as roles in national and international scientific organisations.

12.4.2.5. **SERVICE TO THE COMMUNITY AND TECHNOLOGY TRANSFER**, assigned a weighting factor of 5%, considering:

- Industrial and intellectual property: Includes authorship and co-authorship of patents, industrial models, and designs, assessed based on their nature, territorial scope, technological level, and achieved results.
- Legislation and technical standards: evaluate participation in the development of legislative projects and technical standards, considering their nature, territorial scope, and technological level.
- Technological dissemination publications: Considers technical articles in national journals and conferences, and other outreach publications, assessing their professional and societal impact.
- Consulting and service provision aligned with the institutional mission: Evaluates participation in activities engaging the business sector and public institutions, considering the type of involvement, scale, diversity, technological intensity, and innovation.
- Service to the society: Evaluates participation in and coordination of scientific and technological outreach initiatives, considering their nature and achieved results, particularly when directed at the different sector of the society (companies, media, schools, etc).

#### 12.5. Preferred parameters:

- Is a preferred parameter for the candidate to be a recent PhD graduate with high potential and research capability, aiming to enter the scientific research career, with a Curriculum Vitae aligned with the scientific area of the recruitment process, Food Safety – Advanced Analytical Chemistry;
- A preferred parameter is the candidate's contribution to the development and advancement of the scientific area of the recruitment process, with a focus on the development of analytical methodologies for the determination of contaminants in food.

12.6. For the assessment of the candidates relative merit, the parameters set in the nº3, article 16 of the ECIC, will be considered, with a score ranging from 0 to 100 points, as well as the grading system, which will be the individual weighted averages.

#### 12.7. **Voting Procedure for the Final Ranking of Candidates:**

12.7.2. Pre-Voting Procedures: During the meeting, before voting begins, each Selection Committee member must present a written document detailing their ranking of the candidates, based on the approved parameters and criteria. This document will be attached to the meeting minutes.

12.7.3. In all voting rounds, each Selection Committee member must adhere to the ranking presented in their written document. Abstentions are not allowed.

12.7.3.1. The first voting round determines the candidate to be placed in first position.

12.7.3.2. Majority rule: If a candidate receives more than half of the votes, they are placed in first position. If no candidate achieves a majority, a new voting round is conducted excluding the least-voted candidate from the previous round.

12.7.3.3. If two or more candidates are tied for the least-voted position, while at least one other candidate is not in that position, a run-off vote is held among the tied candidates. If the tie persists, the Chair of the Selection Committee decides which candidate is eliminated.

12.7.3.4. The voting process repeats until a candidate secures more than half of the votes for first place. Once the first-ranked candidate is determined, the process is repeated to determine the second place, and so forth, until a final ranked list of all candidates is established.

12.7.4. The Selection Committee reserves the right to request additional supporting documents from candidates in case of doubt. This includes documents in a foreign language other than English or Portuguese, which must be translated into Portuguese or English and certified by the competent authorities.

13. This recruitment process has been prepared by the Selection Committee and will be available on INIAV website: <https://www.inia.pt/procedimentos-concursais-e-de-mobilidade>, Public Employment Exchange (BEP): [www.bep.gov.pt](http://www.bep.gov.pt), and EURAXESS portal: <https://euraxess.ec.europa.eu/>. This notice will be published on these platforms following its official publication in the Diário da República.

## ANNEX

### To whom it may concern

I, [Full Name], candidate for the recruitment process for a position of Assistant Researcher in the staff structure of Instituto Nacional de Investigação Agrária e Veterinária, I. P. (INIAV, I. P.), hereby declare, under oath, that I meet all the eligibility requirements for this competition as set forth by law, particularly in Chapter IV of the Scientific Research Career Statute (*Estatuto da Carreira de Investigação Científica – ECIC*), as well as in this notice.

I attest that do not hold a permanent employment relationship in the careers of Scientific Research, University Lecturer, or Polytechnic Higher Education Lecturer, and/or an open-ended contract in national institutions not covered by Career Statutes. Additionally, I provide documentary proof that I have benefited from a fixed-term contract or a grant, as a PhD holder, in an institution within the National Science and Technology System, prior to the publication date of the respective notice.

I fully understand that providing false statements will result in my exclusion from this recruitment process, without prejudice to the submission of the case to the competent authorities for criminal proceedings.

I also acknowledge that, if I am placed in an eligible position for hiring in the final approved ranking of this recruitment process, I will have a non-extendable period of 10 working days, counted from the notification of the final ranking, to submit to the Human Resources Management Department of INIAV, I.P. (*Departamento de Gestão de Recursos Humanos do INIAV, I.P.*), the supporting documents proving that I meet the legal conditions required to establish a permanent public employment contract with INIAV, I.P.

Furthermore, I understand that failure to submit the required supporting documents mentioned in the previous paragraph, for reasons attributable to me, will result in my exclusion from this competition.

... (location), ... (date), ... (signature)