



Faculty of Pharmacy of the University of Lisbon

Notice no. 22283/2024/2

Summary: International competitive selection procedure for a Research Assistant in the Scientific Area of Galenic Pharmacy and Pharmaceutical Technology of the Department of Pharmacy, Pharmacology and Health Technologies of the University of Lisbon.

The Faculty of Pharmacy of the University of Lisbon, hereinafter referred to as FFUL, hereby announces the opening of a competitive selection procedure for a period of 30 working days as of the working day following the publication of this Notice in the *Diário da República* [Official Gazette], for the recruitment, under a public employment contract, of 1 (one) Research Assistant in the scientific area of Galenic Pharmacy and Pharmaceutical Technology of the Department of Pharmacy, Pharmacology and Health Technologies of FFUL, pursuant to Articles 9, 10, 15, and 19 to 26 of the *Estatuto da Carreira Investigação Científica* (ECIC) [Scientific Research Career Statute], published by Decree-Law No. 124/99, of April 20, and amended by Law No. 157/99, of September 14.

The selected candidate shall enter into a public employment contract in the category for which this selection procedure was announced. This selection procedure, which complies with the provisions laid down in Article 6(5) of Decree-Law No. 57/2016, of August 29, as amended by Law No. 57/2017, of July 19, is intended for PhD holders with high potential and research capacity who are seeking to pursue a career in scientific research.

In compliance with Article 9(h) of the Constitution of the Portuguese Republic, Public Administration, as an employing entity, actively promotes a policy of equal gender opportunities in accessing employment and professional development, acting scrupulously to prevent any form of discrimination, in accordance with Joint Order No. 373/2000, of March 31, issued by the Minister of State Reform and Public Administration and the Minister for Equality.

Thus, terms that reveal the gender identity of applicants shall not be used in the wording of this Notice.

Similarly, no candidate shall be privileged, favoured, prejudiced, or deprived of any right or exempted from any duty on the basis of ancestry, age, sexual orientation, marital status, family status, economic situation, education, social circumstances, genetic heritage, limited capability



for work, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs, and trade union membership.

In compliance with Articles 16 to 27 of the ECIC and other applicable legislation, the following provisions shall be observed:

I — Authorisation order

The opening of this selection procedure was authorised by Order no. 232/2024 of the Rector of the University of Lisbon, dated 31 of July 2024, published in the *Diário da República*, 2nd series, no. 160, dated 20 of August 2024, issued on the proposal of the Scientific Council of FFUL, upon cumulative confirmation of the following requirements:

- a. Sufficient budget allocation;
- b. That the position open for this selection procedure is provided for and not filled in FFUL's academic staffing plan.

II – Approval of Notice

This Notice was approved, in accordance with Article 24(1) of the ECIC, by the jury of the selection procedure in its meeting of 25 of September 2024.

III – Scientific Area, Category, Career, and Institution

III.1–The scientific area of this selection procedure is Galenic Pharmacy and Pharmaceutical Technology;

III.2–The Scientific Council of FFUL has identified related scientific areas, Pharmaceutical nanotechnology;

III.3–This selection procedure is open for the recruitment, through a public employment contract by FFUL, of a Research Assistant, category, and research career as laid down in Article 4(a) of the ECIC.

IV – General and Special Admission Conditions

IV.1 – The general conditions are those set forth in Article 17 of the General Labour Law in Public Functions (LTFP), approved by Law No. 35/2014 of June 20.

IV.2 – The special conditions are those laid down in Article 10 of the ECIC, and considering that



the Scientific Council has not identified related scientific areas to that for which the selection procedure was announced, admission is limited to the following applicants:

IV.2.1 – Individuals holding a doctoral degree in the scientific area of the selection procedure, or those who while holding a PhD in a different area, have a relevant scientific curriculum in that area or related scientific area;

IV.2.2 – Research Assistants from the scientific area of the selection procedure, or those who, although from a different scientific area, have a relevant scientific curriculum in that area or related scientific area.

V — Type of Selection Procedure, Number of Positions to be Filled, and Term

V.1 – In accordance with Article 9(a) and Article 10(2) of the ECIC, this competitive selection procedure shall consist of an evaluation of candidates' *Curriculum Vitae* and scientific work.

V.2 – In addition to the evaluation mentioned in the foregoing subparagraph of this Notice, candidates may be called to an interview, according to Jury decision.

V.2.1 – The interview, which shall not constitute a selection method and shall not be scored, aims to obtain clarifications or explanations of elements contained in the candidates' curricula.

V.3 – The number of positions to be filled is 1 (one).

V.4 – The competitive selection procedure shall remain valid until the successful candidate has entered into a public employment contract with FFUL.

VI – Remuneration, Location, Working Conditions, and Job Description

VI.1 – The base salary for the position of Research Assistant, in an exclusive dedication regime, is calculated according to Annex No. 1 of Decree-Law No. 124/99, of April 20, in its current wording.

VI.2 – The workplace of the Research Assistant to be hired as a result of this competitive selection procedure will be at the Department of Pharmacy, Pharmacology and Health Technologies on the premises of FFUL, on Avenida Professor Gama Pinto, 1649-003 Lisbon.

VI.3 – The working conditions are those provided for in the ECIC and in the legislation regulating the public employment contract.

VI.4 – The job description for the position to be filled is as provided in Article 5 of the ECIC.



VII – Entity for Application Submission for Admission to the Competitive Selection Procedure

VII.1 – The application for admission to this selection procedure, accompanied by the respective application file, must be addressed to the Dean of the Faculty of Pharmacy of the University of Lisbon, up to 30 working days as of the date of publication in the *Diário da República*.

VII.2 – The application and respective application file must be submitted electronically to the email address concursos@ff.ulisboa.pt, through the FCCN Filesender platform, available at: <https://filesender.fccn.pt/?s=upload>, by 24:00 on the last day of the application submission deadline. For security and privacy reasons, file submissions through any other platforms shall not be accepted.

VII.3 – The application file must include the completed application form, available at: <https://www.ff.ulisboa.pt/categoria/faculdade/recursos-humanos/recrutamento/#futuro>. Under penalty of exclusion, the applicant must provide an email address to which all communications and notifications regarding this selection procedure shall be sent with a read receipt, in accordance with the ECIC and this Notice.

VII.4 – Under penalty of exclusion, the application file must be accompanied by the following documents in PDF format (allowing text to be copied but not edited):

VII.4.1 – The candidate's *Curriculum Vitae*, indicating their scientific work and specifying, in accordance with Article 16(3) of the ECIC:

- i. The research activities, professional experience and training, rendering of services to the community and technology transfer, scientific guidance, and management considered relevant for the selection procedure, namely identifying the activities developed in the different strands that comprise the set of tasks to be performed by a Research Assistant, according to Article 5 of the ECIC, considering the evaluation strands and parameters set forth in point X.2 of this Notice and deemed relevant for the scientific area in which the selection procedure was announced. The candidate should structure the *curriculum vitae* to facilitate a swift and complete identification of their contributions in each subparagraph of paragraph X.2.
- ii. Indication of the ORCID that enables access to unique identifiers such as Scopus Author ID and Researcher ID.

VII.4.2 – In the *Curriculum Vitae*, up to 5 works that the candidate considers most representative should be highlighted, especially regarding their contribution to the development and evolution

of the scientific area in which the selection procedure was announced. This selection of works should be accompanied by a brief justification where the candidate explains their contribution.

VII.4.3 – An electronic version (PDF) of up to 5 representative works, including scientific articles published in international journals or other works mentioned in the *Curriculum vitae*, deemed relevant by the candidate for the Jury's evaluation.

VII.4.4 – In the *Curriculum vitae*, the candidate must present a synopsis that includes:

- i. A table with quantitative information of the relevant results of their previous scientific activity and pedagogical and professional experience, as well as their academic and professional training;
- ii. A text substantiating their importance for the scientific area of the selection procedure.

VII.4.5 – A career development plan up to 5,000 characters, related to the research lines in the scientific area in which the selection procedure was announced, which the candidate proposes to develop at FFUL. The plan should present the main problems to which they intend to dedicate their future research, contextualising them within the current state of knowledge in these research lines, describing the research strategies they propose to adopt to develop their research and contribute to solving the identified problems, and clearly explaining the reasons and motivations behind their choices.

VII.4.6 – A declaration on honour, mentioned in VII.4.8, attached to this Notice.

VII.4.7 – With the exception of scientific articles, the documents supporting the application must be submitted in Portuguese or English.

VII.4.8 – The candidate ranking 1st on the final ranking list must, as stated in the declaration on honour referred to in VII.4.6, submit to the Human Resources and Document Management Department of FFUL the documents attesting to their fulfilment of the legally required conditions to establish a public employment relationship for an indefinite period, within a non-extendable period of 10 days as of the date of notification to proceed with the afore-mentioned submission.

VIII – Notification of Accepted and Excluded Candidates and Final Ranking Lists



The list of accepted and excluded candidates and the final ranking list shall be posted in the Human Resources and Document Management Department of FFUL, on Avenida Professor Gama Pinto, 1649-003 Lisbon, and all candidates shall be notified.

IX – Grounds for Exclusion of Candidates

IX.1 – Candidates who do not submit all the required documents by the deadline and in the place and manner specified in this Notice, or when the documents submitted do not attest to the candidate's fulfilment of the general and specific conditions set forth in paragraph III, shall be immediately excluded from this selection procedure.

IX.2 – Failure to provide, within the set deadline, the requested documents attesting to the candidate's fulfilment of the legal requirements to establish a public employment relationship for an indefinite period, or when the submitted documents are found to be inadequate, false, or invalid, shall also determine the candidate's exclusion from the selection procedure, even if they have been approved and ranked in a position on the final ranking list that would enable them to occupy the position of the selection procedure.

IX.3 – Where a candidate is excluded by an Order of the Rector of the University of Lisbon based on the grounds mentioned in the foregoing subparagraph, the candidate ranked below that person in the final ranking list shall be requested to submit documents attesting to their fulfilment of the legal requirements to establish a public employment relationship for an indefinite period.

IX.4 – Candidates excluded under the provisions of the foregoing paragraphs are entitled to a prior hearing and shall be granted ten working days to make their position known.

X – Jury Rules of Procedure

X.1 – The Jury shall comply with the rules of procedure laid down in the ECIC.

X.2 – In its first meeting, held on 25 of September 2024, the Jury approved the criteria for the approval of candidates on absolute merit and the ranking of those approved on relative merit, as well as the procedure for justified roll-call votes, as detailed below:

X.2.1 – Approval on absolute merit is dependent on possession of an overall curriculum deemed substantively by the Jury to exhibit scientific merit and research capacity compatible with the scientific area(s) relative to the selection procedure and suited to the respective category.

X.2.2 – Upon definitive identification of the candidates approved on absolute merit, as per the foregoing subparagraph, these candidates shall be ranked by the Jury in accordance with the procedure established in Article 16(3) of the ECIC. In the preparation of this ranking, the parameters identified and listed in the following paragraphs for each evaluation strand may be considered, weighted with the preference parameters set forth in X.3.

X.2.2.1 – Quality of the candidates' scientific and technical work, weighted at 55%, considering:

- i. **Scientific publications:** this parameter considers books, book chapters, articles in scientific journals and international conference proceedings that the candidate has authored or co-authored, considering:
 - a. Their nature;
 - b. Impact factor and number of citations;
 - c. Scientific/technological level and innovation;
 - d. International collaboration;
 - e. Importance of contributions to advancing the current state of knowledge;
 - f. Importance of the works selected by the candidate as most representative, namely in terms of their contribution to the development and evolution of the scientific area for which the selection procedure was announced.
- ii. **Coordination and participation in scientific projects:** this parameter considers the candidate's participation in and coordination of scientific projects, subject to a competitive selection procedure, considering:
 - a. The nature of the participation;
 - b. Internationalisation;
 - c. The funding amount.
- iii. **Creation and enhancement of laboratory facilities:** this parameter considers the candidate's participation in and coordination of initiatives that have led to the creation or enhancement of experimental and/or computational laboratory infrastructures to support research;

- iv. **Promotion of scientific activity:** this parameter considers the ability demonstrated by the candidate to coordinate and lead research teams;
- v. **Recognition by the international scientific community:** this parameter considers, among others:
 - a. Awards from scientific societies;
 - b. Editorial activities in scientific journals;
 - c. Participation in editorial boards of scientific journals;
 - d. Coordination of and participation in committees for scientific events programmes;
 - e. Guest lectures at scientific meetings or at other institutions;
 - f. Participation as a member of scientific societies with competitive admission and other similar distinctions.

X.2.2.2 – Rendering of services to the community and technology transfer, weighted at 10%, considering:

- i. Industrial and intellectual property, including authorship and co-authorship of industrial patents, models and designs, taking into account their nature, territorial scope, technological level, and results obtained;
- ii. Legislation and technical standards: this parameter considers participation in the drafting of bills and standards, taking into account their nature, territorial scope, and technological level.
- iii. Publications for the dissemination of science and technology: this parameter considers articles in national journals and conferences and other publications for the dissemination of science and technology, taking into account their professional and social impact.
- iv. Rendering of services and consultancy as part of the institutional mission: this parameter considers participation in activities involving the business community and public sector, considering the type of participation, scale, diversity, technological intensity, and innovation.
- v. Conception, design and production of scientific achievements: this parameter considers the value of relevant professional experiences for the FFUL's activities.
- vi. Services to the scientific community and society: this parameter considers participation in and coordination of scientific and technological dissemination initiatives, taking into account their nature and the results obtained when targeting:
 - a. The scientific community, notably through the organisation of congresses and conferences;

- b. The media;
- c. Companies and the public sector.

X.2.2.3 – Professional Experience and Training, weighted at 10%, considering:

The level and relevance of academic degrees and titles or professional qualifications, as well as the candidate's professional experience in the performance of a Research Assistant's duties in the scientific area of the selection procedure, particularly in the parameters and/or preference themes, and their significance for the development of this scientific area within the Department of Pharmacy, Pharmacology and Health Technologies. These aspects should be clearly presented in the *Curriculum vitae*.

X.2.2.4 – Contributions to Scientific Supervision Activities, weighted at 20%, considering:

- i. Supervision and guidance of students, research trainees and fellows:** this parameter considers the supervision of doctoral students, master's students, undergraduate students, research trainees and fellows, taking into account the number, quality, scope, and scientific/technological impact of the resulting publications, theses, dissertations, and final course assignments, highlighting in particular award-winning works and international recognition.
- ii. Professional training initiatives:** this parameter considers participation in and coordination of technological training initiatives targeting businesses and the public sector, taking into account their nature, technological intensity, and the results obtained.
- iii. Pedagogical content:** this parameter considers the publications, software applications, and experimental prototypes of a pedagogical nature that the candidate has created or participated in creating, considering their nature and their impact on the national and international community.
- iv. Teaching activities:** this parameter considers the curricular units the candidate has coordinated and taught, taking into account diversity, pedagogical practice, and the student population.

X.2.2.5 – Participation in Management Bodies, weighted at 5%, considering:

- i. Positions in university and school bodies:** this parameter considers the nature and responsibility of the position;
- ii. Positions in units and coordination of courses:** this parameter considers the position, scope of action, and the results obtained by the candidate in the performance of duties in



management roles within departments and research units, the coordination of courses, scientific areas, or departments.

- iii. **Temporary positions and tasks:** this parameter considers the nature, scope of action, and results obtained by the candidate when participating in editorial activities of international journals, evaluation in scientific programmes, academic *viva voce* juries, selection procedure juries, and temporary tasks assigned by the competent management bodies, among others.
- iv. **Other positions:** this parameter considers the performance of the roles referred to in Article 49 of the Scientific Research Career Statute (ECIC) and positions in national and international scientific organisations.

X.3 – Preference Parameters:

A preference parameter is the suitability of the *curriculum vitae* to the scientific area of the selection procedure, with particular emphasis on the candidate's activities in the last 5 (five) years, in the field of nanotechnology and its application in the development of immunotherapeutic systems, especially those containing small molecules and biologics.

X.4 — The following voting process shall be used to deliberate on the final ranking of candidates:

X.4.1 — During the meeting and before voting begins, each member of the Jury shall present a written document, which will then be attached to the minutes, detailing their duly justified ranking of the candidates, considering in particular the approved parameters and criteria, including the preference parameters.

X.4.2 — In the various voting rounds, each member of the Jury must adhere to the ranking they presented in the written document, and abstentions are not permitted.

X.4.2.1 — The first voting round aims to determine the candidate to be placed in first position.

X.4.2.2 — In the event of a candidate obtaining more than half of the votes, they are placed in first position. If this does not occur, the vote is repeated after removing the candidate with the fewest votes in the first voting round.

X.4.2.3 — In the event of a tie between two or more candidates in the least voted position, and when there is at least one who was not ranked in that position, a tie-breaking vote is cast solely on those tied in the last position. If the tie persists in this restricted vote, the Chair of the Jury shall decide on the candidate to be eliminated.

X.4.2.4 — In the event of all candidates being tied in the first voting round, the vote is repeated after a period of discussion among the Jury members. If the tie persists, the Chair of the Jury shall decide on the candidate to be eliminated.

X.4.2.5 — The process is repeated until one candidate obtains more than half of the votes for the first position. Once this candidate is removed, the whole process is repeated for the second position.

XI — Composition of the Jury

Pursuant to the provisions of Articles 19 and 20 of the ECIC, the Jury, appointed by Order of the Rector, published in the *Diário da República*, 2nd Series, No. 160, of 20 of August 2024, by Order No. 9570/2024, is composed of the following members:

Chair: Rector of the University of Lisbon

Members:

João Nuno Sereno de Almeida Moreira, Associate Professor with Habilitation of the Faculty of Pharmacy of the University of Coimbra;

Maria Helena dos Anjos Rodrigues Amaral Associate Professor with Habilitation of the Faculty of Pharmacy of the University of Porto;

Ana Margarida Moutinho Granha, Associate Professor with Habilitation of the Faculty of Science and Technology of the University of Algarve;

António José Leitão das Neves Almeida, Full Professor of the Faculty of Pharmacy of the University of Lisbon;

Helena Isabel Fialho Florindo Roque Ferreira, Full Professor of the Faculty of Pharmacy of the University of Lisbon.

25 of September 2024 – The Dean, Professor Maria Beatriz da Silva Lima.



ANNEX

Declaration on Honour

I (name), a candidate in the selection procedure for the position of Research Assistant in the staffing plan of the Faculty of Pharmacy of the University of Lisbon, hereby declare on my honour that I meet all the admission conditions for this selection procedure as provided by law, notably in Chapter IV of the *Estatuto da Carreira de Investigação Científica* [Scientific Research Career Statute], in the Regulations, and in this Notice.

I am fully aware that providing false statements will result in my exclusion from this selection procedure, without prejudice to reporting the matter to the competent authority for criminal proceedings.

I am fully aware that, if placed in an eligible position for hiring in the final ranking approved for this selection procedure, I will be granted a non-extendable period of 10 working days, as of the notification of the final ranking, to submit documents at the Faculty of Pharmacy, attesting that I meet the conditions for admission to this selection procedure.

I am also fully aware that failure to present the required documents mentioned in the foregoing paragraph, by reason of acts attributable to myself, will result in my exclusion from this selection procedure.

... (place), ... (date), ... (signature).