

JOB ANNOUNCEMENT N. ° 25/2018

Vacancy for 1 Science and Technology Management Grant (BA holder/Master holder)

The Institute of Social Sciences of the University of Lisbon announces one Science and Technology Management grant position within the research project *MAPLE - Measuring and Analysing the Politicisation of Europe before and after the Eurozone Crisis*, coordinated by Dr. Marina Costa Lobo and funded by the European Research Council (ERC).

1 – Relevant legislation: Portuguese Law 40/2004, of 18th of August and DL nr 202/2012 of 27th of August, the Fundação para a Ciência e Tecnologia fellowship regulation, the Instituto de Ciências Sociais da Universidade de Lisboa regulation and the University of Lisbon regulation.

2 – National Coordination: Dr. Marina Costa Lobo.

3 – Duration of Scholarship: 12 months, renewable for periods of equal or different duration until 31 July 2021.

4 – Scholarship monthly value and payment method: the monthly amount varies between €745 and €1.480 according to the candidate's qualifications and in line with FCT framework reference values (<http://alfa.fct.mctes.pt/apoios/bolsas/valores.phtml.pt>). Personal accident insurance and voluntary social insurance will also be covered.

5 – Host Institution and workplace: Institute of Social Sciences of the University of Lisbon, Avenida Professor Aníbal de Bettencourt, 9 – 1600-189 Lisbon, Portugal.

6 – Tasks to be developed: The grand holder will be performing management and research-supporting tasks within the Project MAPLE, with a special focus on: a) supporting the project's administrative and financial execution; b) supporting the activities and objectives related with the project; c) logistic support, namely by liaising with researchers and other national and international research groups; scheduling meetings, travels and accommodation; d) producing technical documents (e.g. reports etc.); e) supporting the organisation of seminars and other dissemination events; f) managing information and scientific data resulting from the research; g) supporting the preparation, presentation and dissemination of the project's results and output; h) supporting research activities; i) supporting the project's website management.

7 – Admission requirements**Essential**

- a) Bachelor in Political Science;
- b) Excellent knowledge of written and spoken English.

Desirable

- a) Master in Political Science;
- b) Immediate availability;
- c) Knowledge of other languages relevant to the project (German, Spanish, French, Greek, and Dutch).

8 – Public announcement and deadline for applications: This advertisement and the further particulars to this post will be posted in the website of ICS-ULisboa, according to Art. 11, p.2 of the Regulamento de Bolsas of the ICS-ULisboa, as well as in the Eracareers portal. Applications should be sent by **29th October 2018**.

9 – Application: All applications must include a detailed Curriculum Vitae, copy of the degree diploma and other documents considered relevant, and copy (or number, place and date of emission or the validity) of the passport/identity card and NIF (fiscal identification number). They must also include a cover letter (max. 1 page) explaining the applicant's motivation for applying, interest for the research project, and expected personal contribution to MAPLE.

10 – Evaluation and Selection: The evaluation and selection procedure will be carried out by a panel of ICS-ULisboa researchers and staff members, including ICS Head of R&D management Maria Eugénia Rodrigues, Dr. Edalina Sanches and chaired by Dr. Marina Costa Lobo. The evaluation and selection panel will produce a classification order according to the following criteria:

- CV evaluation: 50%
- Motivation letter: 10%
- Interview: 40%

The selection panel may however decide not to proceed to the interview stage. In that case, the CV evaluation will account for 70% of the final score, and the motivation letter for the remaining 30%.

11- Prior hearing and notification of interested parties: Upon completion of the evaluation, the panel will prepare the draft decision, which will be notified to the interested parties by electronic mail, and the prior hearing must be made in writing, within ten working days of notification. For this purpose, candidates may request the sending of the minutes by e-mail or make the face-to-face consultation of the documents of the procedure at the Institute, during office hours.

12 – Submission of applications: Formal applications should be submitted electronically to concursos.bolsas@ics.ulisboa.pt quoting reference: “**Concurso de Bolsas de Gestão de Ciência e Tecnologia n.º25/2018**”. The required documentation should be annexed to the application in digital format (pdf or word). Alternatively, paper applications can be sent to Instituto de Ciências Sociais da Universidade de Lisboa, Avenida Professor Aníbal de Bettencourt, 9 – 1600-189 Lisboa, Portugal, quoting the reference above on the envelope.

13 – Information on the Institute of Social Science ICS-ULisboa is available at: <http://www.ics.ul.pt/>

14 – Information on the project is available at: <http://www.maple.ics.ulisboa.pt>

Lisbon, 19th September 2018

The Director

Research Professor Karin Wall