

NOTICE

INTERNATIONAL SELECTION RECRUITMENT PROCEDURE FOR THE HIRING OF A RESEARCH ASSISTANT

Reference: INV/002/2025/SP

Under the terms of Order No. 181/2023, dated January 4th, and by delegation of powers, the Director of the National School of Public Health of NOVA University Lisbon, Professor Sónia Dias, hereby announces that, by order of 05/11/2025, an international selection recruitment procedure is open, with the internal reference “INV/002/2025/SP”, for a period of 15 business days from the day immediately following the publication of this Notice. The purpose is to recruit one Research Assistant in the scientific and disciplinary area of Health Promotion, under a fixed-term employment contract, in accordance with Regulation No. 393/2018, published in the Diário da República, No. 123, 2nd series, dated June 28th, 2018, within the scope of the research project *“HIVE - Enhancing MLTC management for HIV populations through Implementation research, evidence-based interventions, and integration of NCD care in LMIC contexts with a focus on Viability and Equity”*, reference 101226666, funded by the European Health and Digital Executive Agency (HADEA) / European Commission, ongoing at the National School of Public Health of Universidade NOVA de Lisboa.

In compliance with paragraph h) of Article 9 of the Constitution of the Portuguese Republic, NOVA University Lisbon, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and career progression, ensuring strict avoidance of any form of discrimination. Accordingly, terms such as “candidate”, “selected”, “researcher”, among others referring to applicants, are used in this Notice without gender specification.

I. Workplace:

The place of work will be at the facilities of the National School of Public Health (ENSP NOVA), located at Avenida Padre Cruz – Lisbon.

The employee will undertake all travel, in Portugal or abroad, inherent to their duties or necessary for the exercise of their activity.

II. Activities and Responsibilities:

The selected candidate will perform the duties of Research Assistant within the scope of the Research Project “HIVE - Enhancing MLTC management for HIV populations through Implementation research, evidence-based interventions, and integration of NCD care in LMIC contexts with a focus on Viability and Equity”.

Specifically, the Research Assistant is expected to carry out the following activities:

- a) Support the evaluation of HIVE Interventions – collection and analysis of implementation, cost-effectiveness, and sustainability indicators;
- b) Conduct literature review and analysis of contextual and social factors of the health systems of the countries in the HIVE consortium;
- c) Support qualitative methodology studies within HIVE (e.g., focus groups);
- d) Support project management tasks;
- e) Preparation of technical-scientific reports and support in drafting scientific articles;
- f) Participation in meetings and missions of the HIVE consortium and other knowledge dissemination activities.

III. Admission Requirements:

The competition is open to national, foreign, and stateless candidates holding a scientific and professional curriculum that demonstrates a profile suitable for the activities to be developed, with the following requirement(s):

1. Possess at least a Master's degree in the scientific area(s) relevant to the position, namely in Public Health, Social Sciences, or related fields.

If the qualifications were obtained abroad, they must be recognized by a Portuguese higher education institution, under the terms of article 25 of Decree-Law no. 66/2018, of August 16, and paragraph e) of no. 2 of article 4 of Decree-Law no. 60/2018, of August 3. The formalities must be completed by the date of the contract signing.

2. Additionally, candidates must meet the following specific requirements:
 - a) Have a relevant scientific curriculum in Public Health, preferably with demonstrated knowledge in Implementation Science and/or Intervention Evaluation (Cost-effectiveness, Social Impact, Sustainability);
 - b) Experience in implementing research projects, particularly with quantitative and qualitative

methodologies;

- c) Experience in managing and analyzing quantitative data;
- d) Proficiency in English and Portuguese, spoken and written (C1-C2);
- e) Immediate availability.

IV. Contract Type and Duration:

1. This selection procedure aims to fill one position for a Research Assistant to carry out scientific research activities under a fixed-term employment contract, justified by the execution of a specific, precisely defined, and non-durable service, and the contract must be funded.
2. The fixed-term contract is expected to start in November/December 2025 and will last for the time strictly necessary to carry out the activities of this project, with an estimated duration of approximately 31 months, and depending on the financial provisions of the project, not exceeding the legal maximum limit of 4 years.

V. Remuneration:

According to the remuneration table in the Annex to Regulation No. 393/2018, dated June 28, this selection procedure is open for remuneration level 1/36A, on an exclusive basis, corresponding to a gross monthly salary of €2,514.15.

VI. Application submission:

1. Applications must be submitted via email and include the following documents:
 - a) Application form, available at:
<https://www.ensp.unl.pt/recrutamento-2/>
 - b) Motivation letter;
 - c) Copy of certificates or diplomas;
 - d) Curriculum vitae, detailed according to the application requirements;
 - e) Copy of the 3 most relevant works mentioned in the curriculum vitae, particularly regarding their contribution to the development and evolution of the area in which the competition is open;
 - f) Other documents relevant for assessing the suitability of the requested profile.
2. The application documents must be submitted in Portuguese or English.

3. In the application form, the candidate must express consent for communications and notifications related to this selection procedure to be made by email, indicating the respective address.

VII. Application Submission:

1. Applications must include the documents listed in Section VI of this Notice and be submitted within 15 business days from the day immediately following the publication of this Notice in the newspaper.
2. Applications must be sent via email to the following address: recursos.humanos@ensp.unl.pt, indicating the reference of this Notice in the subject line of the email.
3. Documents should preferably be in PDF format. It is recommended to use short file names (maximum 12 characters, without special characters or accents) for files and/or folders.
4. The maximum size of the email message, including attachments, is 25 MB. Links will not be accepted as a substitute for file submission.

VIII. Grounds for Admission and Exclusion:

1. The following will result in exclusion from the procedure:
 - a) Failure to submit the application within the specified deadline;
 - b) Failure to meet the requirements outlined in Section III of this Notice;
 - c) Failure to submit the required documents listed in Section VI, or submission of illegible or invalid documents;
 - d) Incorrect formalization of the application.
2. The jury will deliberate on the admissibility of candidates based on the established requirements.
3. Based on the curriculum assessment, the jury will present a justified classification proposal for each candidate, expressed on a numerical scale from 0 to 20, with values rounded to the hundredths.

IX. Selection Methods and Evaluation Criteria:

1. The selection of the Research Assistant will be based on the evaluation of their scientific and curricular background (APC).
2. The evaluation of the scientific and curricular background will consider the relevance, quality, and

timeliness of the candidate's scientific output and professional activity most relevant to the research activities of the project, taking into account the scientific area(s) of the competition. The evaluation will be based on the following criteria and weightings:

- i. Scientific, Technological, and Cultural Output (70%)
 - a) Scientific publications: including books, book chapters, and articles in scientific journals indexed in Thomson Reuters – Web of Science and/or SCOPUS – Scimago, with particular attention to their relevance in the field of health promotion, methodological rigor in qualitative and quantitative methods, impact, international collaboration, and contributions to advancing current knowledge;
 - b) Other scientific publications, books, book chapters, and published proceedings;
 - c) Recognition by the international scientific community: including awards from scientific societies, editorial board memberships of scientific journals, and membership in competitive scientific societies and similar distinctions;
 - d) Coordination and participation in scientific projects: including participation and leadership in competitively funded scientific projects in the disciplinary area of the competition, involving quantitative and qualitative data collection and analysis;
 - e) Supervision and mentoring of students, interns, and research fellows: including supervision of PhD, Master's, and undergraduate students, interns, and research fellows, considering the number, quality, scope, and scientific/technological impact of resulting publications, theses, dissertations, and final projects, with special recognition for awarded works and international recognition relevant to health communication and/or behavioral change.
- ii. Outreach and Knowledge Dissemination Activities (15%), relevant to the project, including:
 - a) Scientific and technological dissemination: including presentations at national conferences and other dissemination activities, considering their professional and social impact;
 - b) Services to the scientific community and society: including participation and coordination of training and scientific dissemination initiatives, considering their

nature and outcomes, particularly those involving the scientific community, such as organizing congresses and conferences.

iii. Motivation Letter (15%)

3. If deemed necessary by the jury, an individual interview (E) may be conducted with the top three candidates who score 15 or higher in the scientific and curricular evaluation (APC), to obtain clarifications, additional information, and/or elaboration on presented curricular elements. The interview will be scored on a scale from 0 to 20, rounded to the hundredths, and will carry a maximum weight of 20% of the total evaluation.
4. The final score (CF) will be calculated on a scale from 0 to 20, rounded to the hundredths, using the following formula: $CF = (APC \times 80\%) + (E \times 20\%)$
5. If no interview (E) is conducted, the final score (CF) will be equal to the score obtained in the scientific and curricular evaluation: $CF = APC$
6. In the event of a tie, the tie-breaking decision will be made by the president of the jury.
7. Upon completion of the evaluation methods, in accordance with the adopted and disclosed selection criteria, the jury will prepare a ranked list of approved candidates with their respective scores.
8. The jury's final decision will be ratified by the Director of NNSPH.

X. Selection committee:

Chair:

Dr. Marta Moreira Marques, Assistant Professor, National School of Public Health, Universidade NOVA de Lisboa;

Effective Members:

Dr. Ana Filipa de Mendonça da Gama, Assistant Researcher, National School of Public Health, Universidade NOVA de Lisboa;

Dr. Joana Rita Ramalho Alves, Assistant Researcher, National School of Public Health, Universidade NOVA de Lisboa;

Alternate Members:

Dr. Julian Alejandro Perelman, Full Professor, National School of Public Health, Universidade NOVA de Lisboa;

Dr. Cristina Isabel Albuquerque Godinho, Assistant Professor, National School of Public Health, Universidade NOVA de Lisboa.

XI. Notifications and Communication

1. Notifications will be made via email.
2. Candidates will be individually notified of the evaluation results at the email address provided in the Application Form (a mandatory document to be submitted by the candidate), so they may respond, if they wish, for the purposes of the hearing of interested parties, in accordance with the Administrative Procedure Code.
3. The ranking list of candidates, as well as the ratification of the jury's final decision, will be communicated to the candidates and made available on the website of the National School of Public Health (NNSPH).

XII. Non-Discrimination and Equal Access Policy:

1. The National School of Public Health of NOVA University Lisbon actively promotes a policy of non-discrimination and equal access. Therefore, no candidate may be privileged, favored, disadvantaged, or deprived of any right, nor exempt from any duty, based on, among other factors, ancestry, age, sex, sexual orientation, marital status, family situation, economic status, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs, or union membership.
2. In accordance with Decree-Law No. 29/2001, dated February 3, candidates with disabilities have preference in the event of equal classification, which prevails over any other legal preference. Candidates must declare in the application form, under an honor statement, their degree of disability, the type of disability, and the means of communication/expression to be used during the selection process, in accordance with the aforementioned legislation.

XIII. Data Protection:

In accordance with the General Data Protection Regulation (GDPR), the data collected will be processed exclusively for the purpose of managing the application.

XIV. Final Notes

1. This recruitment procedure is exclusively intended to fill the specified vacancy. It may be terminated at any time before the ratification of the final ranking list of candidates and will expire upon occupation of the offered position.
2. This Notice is published in a nationally circulated medium, containing general information related to the recruitment, as well as on the Euraxess website: <https://euraxess.ec.europa.eu/> and on the website of NNSPH.
3. In all matters not expressly provided for in this Notice, the recruitment procedure shall be governed by Regulation No. 393/2018, dated June 12 (Regulation on careers, recruitment, and employment contracts for Researchers under an employment contract regime at NOVA University Lisbon), by the Labor Code approved by Law No. 7/2009, dated February 12, in its current version, and by other applicable legislation and regulatory norms.
4. In case of doubt or discrepancy, the Portuguese version of this Notice shall prevail over the English version.

November 5nd 2025. - The Director, Full Professor Sónia Dias.