

Call for Applications

1 Research Assistant (Communication) Position (postgraduate level)

The Centre for Social Studies (CES) – Associate Laboratory - University of Coimbra (Portugal), opens a call for applications for **one (1) Research Assistant (Communication) - Part-time** (CES/01/2025-ISII) in the project *ISII - Social Research and Innovation Incubator* [Incubadora Social de Investigação e Inovação] (reference 01167100), funded by the European Commission, through the Centro 2030 Program, Câmara Municipal de Coimbra, Câmara Municipal de Cantanhede and Criostaminal, and coordinated by Cláudia Pato Carvalho.

CES provides a stimulating intellectual environment in the domain of social sciences and humanities. ISII is part of the research group *Urban Cultures, sociability and participation*. Urban cultures are at the heart of the societal crisis we are experiencing, whether as a result of the pandemic and its unequal effects, anti-democratic movements, renewed forms of social and cultural discrimination, climate change, the persistently predatory relationship with nature, the lack of regulation of markets and financial interests, the concentration of technological and technical power, or growing inequalities. Taking the city as a privileged territory for understanding this societal crisis and for building socially just and effective strategies and interventions to deal with it, the research group *Urban cultures, sociability and participation* focuses on urban cultures and modes of organization and regulation of social, cultural, political, and economic life in urban territories.

a. Project Description:

ISII - Social Research and Innovation Incubator

ISII aims to be an infrastructure for citizens and organisations in the social and solidarity economy, as well as for academic and scientific communities in the fields of social sciences, humanities and the arts, which aims to promote links between social innovation, research and teaching/practice geared towards solving social and societal problems. It is based on creating a space for CO-LEARNING (between research and pedagogy), CO-INCUBATION (interaction between knowledge and between academia and communities) and CO-AMPLIFICATION (networking and replicability of the model).

Expected duration of project execution: 36 months, starting December, 1, 2024.

b. Scientific field: Communication Sciences, Journalism, or similar

Cofinanciado por:

c. Work plan:

To support the realization of the internal and external communication actions of ISII, the selected candidate is expected to have the following responsibilities:

1. Plan, design and organise communication and dissemination activities included in the workplan, press releases, among other planned items.
2. Manage and continually update the project website, social media channels, and other platforms for communication of the project.
3. Collaborate in the development of a community-based network of partner organizations and individuals.
4. Support the team efforts to develop and sustain the mobilization and involvement of students, teachers and researchers during the project.
5. Support the setting up and regular communication of the project with the partners.
6. Support the team in the organisation of ISII events and meetings.
7. Support for ISII promotion in all components of its activity.
8. Support the project networking efforts with other relevant initiatives, partners and related projects.

d. Applicable Legislation and Regulations:

The contract will abide by the Portuguese Labour Code approved by Law no.7/2009 of February 12, as presently worded.

e. Work place:

The tasks will be performed at the Centre for Social Studies facilities in Coimbra or other locations when necessary for the good implementation of the work plan, under the supervision of the Project's PI, Cláudia Pato Carvalho.

f. Duration of the contract:

A part-time contract will be signed for the sole purpose of the execution of the project, the total duration of which may not exceed 24 months and will automatically end with the completion of the activities provided for in the activity plan. Moreover, according to Article 112 of the Labour Code, paragraph 2 a), a trial period of 30 days is established. If the selected candidate does not meet all the conditions to start the contract within the defined period: 1) the duration of the contract can be reduced; 2) the contract can be assigned to the applicant classified in the next position; or 3) the position may not be awarded.

g. Application dates:

- Call opens on: January 9, 2025
- Call closes on: January 31, 2025 (23h59 Lisbon time)

h. Application process:

Applications must include:

- a) Presentation/Motivation letter in Portuguese demonstrating experience in communication and dissemination and networking activities and the type of activities carried out (max. 2 pages);
- b) Full Curriculum Vitae;
- c) Copy of qualification certificates and other relevant documents for eligibility purposes. If, for the duration of the applications period, the applicant does not have proof of recognition of the academic degree by the Portuguese Higher Education System (Law DL66/2018), it must be sent a declaration of honour ensuring to deliver the recognition of the degree within 30 days after the communication of the results, if selected.

Applications should be sent by email to concursos@ces.uc.pt until the final deadline, and will be valid only after a reading receipt is sent. Applications must include a clear indication of the reference of this call (CES/01/2025-ISII).

i. Preferred selection criteria and corresponding weight:

- a) Master's degree in Communication or related field; (20%)
- b) Experience in community-based network development and communication; (15%)
- c) Training, research and experience in social and solidarity economy, social innovation and social entrepreneurship; (15%)
- d) Professional experience supporting project coordination, including project management activities, organising dissemination activities, and/or action-research projects; (10%)
- e) Having a driving licence and availability for regular travel between the project territories, namely Coimbra and Cantanhede; (20%)
- f) Proficiency in Portuguese and excellent communication skills. (20%)

j. Monthly salary:

The monthly salary for the Part-time, corresponding to 17.5 hours a week, will be 889.17 Euros gross (plus months 13 and 14), meal allowance, and all social security charges, in accordance with the Portuguese Labour Code.

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K. Mandatory requirements:

1. Hold a master's degree in Communication Sciences, Journalism, or similar (see conditions in b.).

Applicants with an academic degree and diploma issued by a foreign Higher Education Institution must present proof of recognition of the academic degree by the Portuguese Higher Education System, (law DL66/2018). Any candidate without the recognition of the degree(s) will be admitted to the competition, but during the evaluation process the selection panel, cannot:

- i. recognise the candidate's grades and assess according to the possession of such grades;
- ii. give equivalence to, or validate, the grade of her/his degree;
- iii. use that note or its conversion as an evaluation parameter.

In case of selection, the contract can only be signed after the recognition of the academic degree by the Portuguese authorities, under the terms of the Law-decree n66/2018, August 16. The selected candidate must deliver the recognition of the degree within 30 days after the communication of the results. After the 30 days, the jury may decide to 1) either extend the deadline for the candidate to prove the recognition; 2) assign the fellowship to the second place; 3) or not award the position.

I. Selection process

The selection of the candidate will be made based on the curricular evaluation and, in case of a tie among the best candidates, interviews will be carried out in person or remotely. When applying the two methods of selection, curricular evaluation and interview, each will have a valuation of 50% in the final classification.

The interview will allow the jury to clarify aspects related to the curriculum and previous experience, the candidate's ability to integrate into the project, motivation and interest, and communication and verbal expression in Portuguese.

The jury reserves the right to not select any applicants for the position, if applications do not meet the necessary standards and/or profiles in terms of absolute merit.

m. Selection panel:

- Cláudia Pato Carvalho (president)
- Sílvia Ferreira (permanent member)
- Gabriela Fernandes (permanent member)
- Jorge Figueira (permanent member)
- Beatriz Caitana (invited member)
- Gonçalo Canto Moniz (substitute member)

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n. Communication of Results:

All candidates will receive the results by email. The meeting minutes of the selection panel will become available publicly. After communicating the results, applicants have 10 working days to present a redress to the evaluation and the result by email.

Additional information

Equality of opportunities:

CES abides by the national law that regulates the prevention, prohibition and fighting against discrimination on the grounds of racial and ethnic identity, colour, nationality, family background, and territory of origin (Law nº 93/2017, 23 August).

Data protection:

By submitting your application, you are agreeing with the use of your personal data by CES administrative services for the sole purpose of the current call, namely to be contacted directly by CES services and allow the communication of results as in point n. of this call. CES abides by the principles of GDPR.

Contact:

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Cofinanciado por:



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