NOTICE

RECRUITMENT PROCEDURE FOR THE HIRING OF AN SUPERIOR TECHNICIAN PARA UNDER THE FUNDING HORIZON-HLTH-2022-CARE-08-04-PREVENTABLE, UNDER A FIXED-TERM EMPLOYMENT CONTRACT, UNDER THE LABOR CODE

It becomes public that by Dean's decree of October 4, 2023, the opening of a recruitment procedure for the hiring of an Advisor, under the funding HORIZON-HLTH-2022-CARE-08-04-PREVENTABLE, under a fixed-term employment contract, under the Labor Code, at Faculdade de Ciências Médicas| NOVA Medical School (FCM|NMS), Universidade NOVA de Lisboa (UNL) and under NOVA´s University of Lisbon Regulation of Non-Teaching and Non-Research Staff (Regulation number 577/2017, October 31, published in Diário da República, 2.ª Série, n. 210, of October 31).

Reference: **TS/31/SAI/2023**

1. **Work Place:**

   The workplace is located on Faculdade de Ciências Médicas|NOVA Medical School (FCM|NMS), Universidade NOVA de Lisboa (UNL), at Campo dos Mártires da Pátria, 130, 1169-056 Lisboa.

2. **Functional Content**

   - Support the Post-doctoral researcher in all activities described under WP4 of PREVENTABLE and work closely with the WP leader and research team, and participate in other activities of PREVENTABLE in which UNL is also involved.

   - Produce an online survey to study the assess barriers and facilitators to the uptake and referral of care pathways for Rare Tumour Risk Syndromes, using a designated platform (Limesurvey)

   - Manage all administrative activities related with the survey, including supporting the ethics submission and approval, communicate regularly with the partners to request information, conduct the pilot survey and support the translation service of the survey.

   - Support the creation of Standard Operational Procedures for the qualitative study of barriers and facilitators to the uptake and referral of care pathways for Rare Tumour Risk Syndromes. This includes helping the post-doctoral researchers in putting the topic guides in a suitable platform, support the translation process, support the piloting and training, manage the data, and support the ethics approvals.

- Conduct mixed data analysis, including supporting the coding of the focus groups data.

- Support the preparation of reports for the EU Commission, and peer-review scientific publications resulting from the studies

- Work in a collaborative environment between Nova Medical School and the National School of Public Health of Universidade Nova de Lisboa.

3. General admission requirements:

- Candidates may be Portuguese nationals, foreigners and stateless persons, and should holder a scientific and professional curriculum that reveals an adequate profile for the activity to be developed, with the following requirements:

  a) Holder of MSc in Psychology, other social sciences, or health sciences.

3. Special requirements:

- Some knowledge of health-related behavioural science/psychology theories and methods (e.g., COM-B Model, Behaviour Change Wheel Framework)

- Some experience in quantitative and qualitative research methods in psychology, both for data collection and data analysis

- Proficiency in written and spoken English

- Demonstration of organization skills and autonomy

- Preferably, skilled in using statistical analyses and/or qualitative analyses software

5. Documents that must instruct the application:

The application must be, mandatorily, submitted on a special form available on the website www.nms.unl.pt *(Join NMS/Recruiting/Employee)*, indicating the reference **TS/31/SAI/2023**, with the *Curriculum Vitae*, dated and signed, copy of the certificate or diploma degree and other documents relevant to the assessment of the adequacy of the requested profile, sent by e-mail to the electronic address rh.recrutamento@nms.unl.pt

Non-compliance with the established application submission deadline, as well as the formalization incorrect application, determines the exclusion of the application.

6. **Application deadline:**

The applications, duly instructed with the documents referred to in item 5 of this Notice, must be submitted until November 15, 2023 (6 working days).

7. **Methods of selection and definition of the respective weights:**

The selection will be made through **Curricular Evaluation (CE)** and may be complemented by a **Professional Selection Interview (PSI)**, If deemed necessary by the selection committee.

The final classification will be performed in a numerical scale ranging from 0 to 20, ascribing the following ponderation:

$$Final\ Classification = (30\%\ CE) + (70\%\ PSI)$$

The evaluation parameters and respective weighting of the selection methods are set out in the minutes of the selection committee meeting, to be provided to candidates whenever requested.

8. **Selection Committee composition:**

President:
- Ana Rodrigues, Assistant Professor , Faculdade de Ciências Médicas| NOVA Medical School da Universidade Nova de Lisboa.

Effective Members:

- Marta Marques, Assistant Professor, National School of Public Health, Universidade NOVA de Lisboa;
- Isabel Fonseca, Invited Assistant Professor, Faculdade de Ciências Médicas| NOVA Medical School da Universidade Nova de Lisboa.

Substitute Members:
- Nuno Mendonça, Auxiliar Researcher, Faculdade de Ciências Médicas| NOVA Medical School da Universidade Nova de Lisboa.

- Cristina Godinho, Assistant Professor, National School of Public Health, Universidade NOVA de Lisboa.

Faculdade de Ciências Médicas|NOVA Medical School, an organic unit of Universidade NOVA de Lisboa, actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, harmed or deprived of any right or exempt from any duty due, age, sex, sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, language, religion, political or ideological convictions and trade union membership.