

Call for Applications

Applications are invited for a qualification-based competition for the position of Coordinator Professor in the field of Human Resources Management

1. In accordance with the terms of section a) nº 1 of article 6º of the Recruitment and Appointment Regulations for Career Academic Staff of the Polytechnic Institute of Setubal (Instituto Politécnico de Setúbal - IPS), as published in the Diário da República, 2nd series, nº 35, of 18 February 2011, as set out in my dispatch of 30 March 2016, invites applications for the above post within a period of thirty working days from the publication of the present announcement in the Diário da República. The position, which was created but not yet filled within the academic staff of the IPS, is governed by the career structure of the national polytechnic higher education sector at the **coordinator professor level, in the field of Human Resources Management**, and is covered by a public sector employment contract of indeterminate duration.
2. **Location** – School of Business Administration, situated on the Setubal Campus of the Polytechnic Institute of Setubal, (Escola Superior de Ciências Empresariais – Instituto Politécnico de Setúbal).
3. **Number of posts to be filled** - 1.
4. **Contract regime** – Public sector employment contract of indeterminate duration, according to article 10º of Decreto-Lei nº 185/81, of 1 de julho, altered in the Decreto-Lei nº 207/2009, of 31 de agosto, and in the Lei nº 7/2010, of 13 de maio (ECPDESP).
5. **Job description** – The coordinator professor will carry out functions set out in section 5 article 3º of ECPDESP.
6. **Recruitment requirements** – The following cumulative requirements determine eligibility such that candidates must:
 - a) Satisfy the requirements set out in subsections b) to e) of article 17º of Lei Geral do Trabalho em Funções Públicas (LTFP), approved at Lei nº 35/2014, of 20 June;
 - b) Be the holder of a doctorate or hold the title of specialist, both obtained for more than five years, in the specified area, or in an area linked to the area specified in the competition.
7. **Validity of the competition**

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- a) The competition is valid only for the position referred to above and ceases when the post has been filled or if applications are insufficient.
- b) The competition can also be terminated by a formally justified decision of the President of the IPS which respects the general principles of Portuguese public administration and the corresponding legal, regulatory and procedural limits.

8. Application Procedure

8.1. Candidates should submit a written application (form A), addressed to the President of the IPS, in Portuguese, this may be delivered personally, or mailed by registered post with confirmation of reception to: Instituto Politécnico de Setúbal, Edifício Sede, Campus do IPS, Estefanilha, 2910-761, Setúbal, Portugal, within the time limit set for presentation of applications.

8.2. To be considered for the position, the application (form A) must be accompanied by a simple photocopy of the certificates of qualifications, and by seven copies, in digital format (pendrive) containing the following documents:

- a) Simple photocopies of the documents which prove that the candidate meets the requirements outlined in subsection b) of section 6 of this Call for Applications;
- b) Simple photocopies of other degrees, diplomas and certificates of courses listed in the *curriculum vitae*, as well as other documents which facilitate the formation of an opinion on the suitability of candidates to fulfill the job specification requirements of the post;
- c) Detailed *curriculum vitae* dated and signed, and organized according to the evaluation grid;
- d) works referred to in the *curriculum vitae*;
- e) Form B fully completed, setting out the location of the curricular elements in the application.

8.3. The forms A and B are available in www.ips.pt in the tabs: Serviços Centrais / DRH- Divisão de Recursos Humanos / Pessoal Docente / Procedimentos Concursais / Formulários.

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- 8.4.** Applications are not accepted by email.
- 8.5.** Candidates who are holders of non-Portuguese degrees must certify the recognition, equivalence or registration of their degree under the applicable national legislation.
- 8.6.** False declarations are punishable under the law.
- 9. Criteria for selection and ordering of candidates** – The criteria for selection and ordering, and associated points, are set out in the table attached to this call for applications.
- 10. Evaluation and Selection**
- a)** The candidates considered by the majority of the jury in a reasoned manner to have an overall curriculum compatible with the category and subject area for which the competition was opened are approved in absolute merit. For these purposes, candidates who obtain a final classification equal to, or above 50 points will be considered to be approved in absolute merit.
 - b)** In the ranking of the candidates admitted to the present competition, on absolute merit, each member of the jury will order the list of candidates in descending order of merit, based on their ordered list of candidates, that each member of the jury participates in the votes;
 - c)** The jury will initially vote for 1st place, then for 2nd place, and so on, until the final ordering of all candidates admitted to the competition and previously approved in absolute merit;
 - d)** The first candidate is determined by counting the number of mentions that each candidate obtained for the first place by the jury in the partial ranking lists, being chosen the candidate who obtains an absolute majority;
 - e)** The candidate who obtained the absolute majority for the first place, wins the contest and then must be removed from the partial ordering lists and starting the same procedure to choose the candidate who will occupy the 2nd place, and so on, to the penultimate place;

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- f) If no candidate obtains an absolute majority of the mentions for a certain place: a new process is initiated, only between the candidates that obtained mentions to that place, after having retired the less mentioned candidate to that place in the previous process; In the event of a tie between two or more candidates in the less mentioned position, a tie-break vote shall be taken only between them, with the first number of relative positions being counted, the lowest voted being removed; If the tie persists between two or more candidates in the least-voted position, the initial process is repeated; In the event of a tie between two or more candidates in the position of least voted, the tie-breaker shall be made by the casting vote of the Chairman of the jury, and the candidate voted by the President shall be chosen to join the subsequent vote to the same place;
- g) Once the selection criteria have been applied, the jury will draw up a unitary list of the candidates final ranking.

11. Complementary information to the Evaluation and Selection process.

- 11.1. The final approved ordering list will be notified to candidates by e-mail with notification of delivery receipt, registered letter or in person and published in the web site at www.ips.pt
- 11.2. The minutes of the jury will be made available to applicants on request.
- 11.3. The documentation submitted by applicants who do not request their return within one year after the termination of the contest will be destroyed.
- 11.4. The documentation submitted by applicants concerning to contests in litigation appealed, may only be destroyed or returned, after the execution of the sentence.

12. The composition of the jury, is as follows:

President

Joaquim Manuel da Silva Ribeiro, Coordinator Professor at the School of Business Administration of the Polytechnic Institute of Setúbal, named as President of the Jury under paragraph a) of nº 1 of Article 23º of ECPDESP.

Vogais

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Alzira Maria da Ascensão Marques, Coordinator Professor at the School of Technology and Management, of the Polytechnic Institute of Leiria;

José Manuel Gameiro Rebelo dos Santos, Coordinator Professor, at the School of Business Administration of the Polytechnic Institute of Setúbal;

Maria Filomena Ferreira Mendes, Associate Professor at the School of Social Sciences of the University of Évora;

Maria Odete de Almeida Pereira, Coordinator Professor at the School of Business Administration of the Polytechnic Institute of Setúbal;

Vítor Manuel Pina da Costa, Coordinator Professor at the School of Management and Technology of Santarém, of the Polytechnic Institute of Santarém.

13. Equal opportunities - In compliance with section h) of article 9º of the Portuguese Constitution, the public administration, as employer, actively promotes a policy of equal opportunities between men and women in access to employment and career development, taking care to avoid any form of discrimination.

14. The present notice is published in the following:

- a) Na In The 2nd series of the Diário da República;
- b) In the Public Employment Exchange, in www.bep.gov.pt, on the 1st working day following its publication in Diário da República;
- c) On the internet site of the Foundation for Science and Technology, IP in www.eracareers.pt in Portuguese and English;
- d) On the IPS website at www.ips.pt in Portuguese and English.

Polytechnic Institute of Setúbal, august 7, 2017

The President

Prof. Doutor Pedro Dominginhos