

NOTICE N.º 031/2025

OPEN CALL FOR RESEARCH GRANT APPLICATION WITHIN THE TERMS LAID DOWN OF THE REGULATIONS FOR RESEARCH SCHOLARSHIPS OF THE UNIVERSITY OF ALGARVE

TITLE: 1 Master Fellowship (1 BI-M)

It is now open a call 1 Master Fellowship (1 BI-M) within the project reference CAC/0007/2022 - "Centro Académico clínico (CAC) de Investigação e Formação Biomédica do Algarve (AD-ABC)", funding by Programa de Financiamento Plurianual de Centros Académicos Clínicos – CAC 2023-2025 pela Fundação para a Ciência e Tecnologia (FCT) with the following conditions:

Research Field: Communication

Admission Requirements:

- a) Holders of a Master's degree in Communication Sciences, Marketing or related areas (Communication, Public Relations, Organisational Communication, Communication Design, Journalism, Marketing, Digital Marketing).
- b) Desirable skills - Effective technical experience in:
 1. Proven proficiency in communicating complex ideas and concepts to different types of audiences (specialists and non-specialists) clearly and effectively;
 2. Ability to identify the organisation's communication and marketing needs;
 3. Experience in managing website content on web platforms and with experience in WordPress (Management and Creation of Web Pages);
 4. Expertise in internal and external communication techniques;
 5. Strong marketing and communication skills;
 6. Experience in branding and brand positioning;
 7. Expertise in Microsoft Office;
 8. Strong motivation and team spirit;
 9. Good organisational and communication skills
- c) Documents that must instruct the application:
 1. Motivation letter;
 2. Detailed Curriculum vitae in English according to the requirements of the application;
 3. Copy of Master Certificate recognized by a Portuguese Public Higher Education Institution or by DGES – Directorate General for Higher Education (if the degree was awarded by a foreign University) if applicable;
 4. Other documents considered relevant to the evaluation and adequacy of the solicited profile;
 5. The contact information of two referees.

Work Plan:

The selected candidate will play a key role in the project and will perform the following tasks:

1. Develop and implement the CAC's marketing and communications strategy plan;
2. Develop partnerships with strategic organisations in the region and develop branding and promotional materials;
3. Planning and developing content for the website, institutional social networks, newsletters, press releases and other external communication platforms;
4. Collaborating with the research team to develop concepts and narratives (written and visual) that effectively communicate the intended message;
5. Coordinating, planning and managing the organisation's internal communication activities (team and associates);
6. Managing and monitoring media relations;
7. Coordinating the organisation of events and developing all related communication;
8. Producing leaflets, news items, press releases, videos and other communication materials according to the needs of the projects underway;
9. Preparing activity reports related to communication/marketing functions for integration into project reports and activity plans whenever necessary;
10. Represent the CAC at events, fairs and similar initiatives, when requested.

Applicable legislation and regulations: Statute of the Scientific Research Fellow, approved by Law nº 40/2004, of August 18, in the current wording conferred by Decree-Law nº 123/2019, of August 28 and the Regulation for

Grants of the Foundation for Science and Technology
(<https://files.diariodarepublica.pt/2s/2019/12/241000000/0009100105.pdf>).

Working place: The work will be developed at ABC, Universidade do Algarve, Ed. 2, 3º piso Campus de Gambelas, 8005-139 Faro, Portugal, Faculdade de Medicina e Ciências Biomédicas da Universidade do Algarve, coordinated by Profº. Doutor Pedro Castelo-Branco.

Duration of the grant: The grant will have a first contract of 6 months duration, beginning on June 2025. The contract may be renewed until the end of the project, considering Regulation for Research Grants of the Foundation for Science and Technology (<https://files.diariodarepublica.pt/2s/2019/12/241000000/0009100105.pdf>).

Value of monthly maintenance allowance: The monthly maintenance allowance corresponds to € 1309,64. The maintenance allowance will be paid monthly by bank transfer.

Selection criteria will be as follows:

In accordance with nº2 of the article 11º of the FCT Research Grants Regulation, the selection criteria will be as follow: The curriculum evaluation will be expressed in a numeric scale from 0 to 20 and will take into account the elements required for the application, with the following weights:

- a) motivation letter (20%) and detailed Curriculum vitae (80%).
- b) The detailed CV will be assessed according to the following criteria: Previous experience in communication or website content management on web platforms and experience in WordPress (95%); Organisation and clarity of the CV (5%).
- c) The top three candidates will be invited for an individual interview. References will be asked for their contact details, including e-mail and telephone number.
- d) In this case, the CV assessment will have a weight of 80 per cent and the interview will have a weight of 20 per cent. The final ranking list is obtained by ordering the average of the final scores of each member of the Jury.
- e) If there is no interview, the final ranking list is the same as the curricular assessment ranking.
- f) In the event of a tie, the chairman of the jury may take the final decision to break the tie between the candidates.
- g) In accordance with the Decree-Law no. 29/2001, from February 3, candidates with disabilities are favored when equally classified. This prevails above any other legal preference. The candidates must declare their type and degree of disability in their motivation letter, as well as the means of communication/expression to be used in the selection process.

Composition of the application evaluation panel: The application evaluation panel is made up of three members and one alternate (all PhDs):

Pedro Castelo-Branco (Chairman) (University Lecturer, FMCB);
Joana Apolónio (Effective member) (Researcher, ABC-RI, FMCB);
Daniela Santos (Effective member) (Researcher, ABC-RI, FMCB);
Clévio nóbrega (Alternate member) (University Lecturer, FMCB).

Publication and notification of the results: The final results of the assessment will be publicised by means of a list ordered according to the final classification, posted in a visible and public place at the Algarve Biomedical Research Institute (ABC-RI), on the 3rd floor of Ed. 2, of the Faculty of Medicine and Biomedical Sciences of the University of the Algarve, and the successful candidates will be notified by email.

Deadline for applications and submission forms: the call is open from **24/06/2025 a 07/07/2025**.

Applications must be accompanied by the following documents:

- Official identification document (simple copy or legal equivalent). If you are a non-Portuguese national, you must present a residence permit, permanent residence certificate or long-term resident status, valid on the date of the start of the scholarship, any of which may be replaced, in their absence, by a declaration of honour by the candidate, which must nevertheless be submitted at the stage of contracting the scholarship, under penalty of forfeiture of the scholarship award;
- Proof of the registration of recognition of academic degrees awarded by foreign higher education institutions and registration of the conversion of the respective final classification to the Portuguese classification scale, if the support scheme requires it, and the candidate ranked in an eligible position must fulfil the required formalities by the date of expiry of the deadline granted for the conclusion of the contract, under penalty of exclusion from the tendering procedure;
- Curriculum Vitae;
- Tax Identification Number; if you are a non-Portuguese national, this must be provided at the scholarship contractualisation stage, failing which the scholarship will lapse;
- Other documents deemed relevant to the type and modality of the scholarship.
- The Application Request, dated and signed, **must be** addressed to the President of the Evaluation Panel (<https://www.ualg.pt/sites/default/files/documentos/2022-12/anexo-iii-requerimento-para-candidatura-bolsa-en.pdf>) for the following address: Universidade do Algarve / a/c Pedro Castelo-Branco, ABC-RI, Ed.2, Campus de Gambelas, 8005-139 Faro, Ref.ª Projeto CAC/0007/2022 or by email to castelobranco.pedro@gmail.com. Also in the aforementioned application, and if the candidate submits their application by email, **they must expressly consent to all notifications relating to the tender procedure being sent to the email address indicated.**

Documents to be submitted for the contractualization of the scholarship

- Supporting documents stating that the applicant gathers all the requirements for this grant, namely the enrolment certificate in an awarding degree study cycle or in a postgraduate course;
- Supervisor Declaration taking the responsibility for the Work plan supervision, according to article 5º-A of the Statute of Scientific Research Fellow, as well as assuring the necessary conditions for the development of the work plan and in compliance with article 13 º of the Statute of Scientific Research Fellow;
- Declaration of the Grant acceptance;
- Declaration of commitment stating the exclusivity regime

Complaints and Appeal Deadlines and procedures

On the decision for granting the Research Grant, candidates may, if they wish, comment on the hearing of interested parties, within 10 working days, under the terms provided for in the Administrative Procedure Code.

From the practice or omission of any act of the evaluation panel, candidates can complain to the body, within 10 working days.

The final decision of the evaluation panel can be appealed to the Rector within 15 working days after the respective notification.

Scholarship contract

With the applicant(s) selected, and after receiving all the required documentation, a scholarship contract will be signed in accordance with the attached model.

Assessment of the scholarship holder(s)

At the end of each period of duration of the scholarship contract, the activity developed by the scholarship holder(s) is evaluated by the supervisor, by applying the following criteria, in accordance with the attached model:

- a) Technical and scientific performance;

- b) Compliance with the work plan
- c) Punctuality

University of the Algarve reserves the right to cancel this application procedure if by any means the contract celebration with the funding entity is not established.

University of Algarve, 16/June 2025

Scientific Coordinator

Prof. Doutor Pedro Castelo-Branco