

Notice (M/F)

RECRUITMENT PROCEDURE FOR A “ASSISTENTE TÉCNICO/A” FOR A PUBLIC PROCUREMENT AREA POSITION, ON AN UNFIXED TERM CONTRACT, AT NIMSB – NOVA INSTITUTE FOR MEDICAL SYSTEMS BIOLOGY

It is hereby made public that, by order of the Rector of NOVA University Lisbon, Paulo Pereira, dated August 26, 2026, a recruitment procedure is open for the hiring of a “Assistente Técnico/a, under an unfixed term employment contract, in accordance with the Labour Code and under the Regulations concerning the careers, recruitment, and employment contracts of non-teaching and non-research staff at NOVA University Lisbon (Regulation No. 577/2017, of October 13, published in the Diário da República, 2nd series, No. 210, of October 31), to perform duties in Public Procurement area at NIMSB - NOVA Institute for Medical Systems Biology.

Reference: **AT-CP/2026 - NIMSB - PUBLIC PROCUREMENT**

1. Place of Work:

Initially at Palácio da Murta in Paço de Arcos and at a later stage, during the implementation of NIMSB, the workplace will be relocated to facilities yet to be determined.

2. Job Description: The job description, in line with the characterisation of the position within NIMSB, is as follows:

- Support in the preparation and execution of procurement procedures, namely simplified direct award, excluded procurement, and acquisitions under Decree-Law no. 60/2018 of August 3;
- Administrative management of procurement processes, including requests for expenditure authorization and carrying out the necessary actions for issuing purchase orders;
- Document registration and control in the ERP system and complementary platforms (e.g., Lab Orders);
- Support in contract execution, monitoring of deadlines and deliveries, verification and validation of invoices;
- Filing and publication of relevant documentation, including performance reports on the Base.gov portal.

3. General Admission Requirements:

3.1 Academic Qualifications:

- Secondary education (12th grade) or equivalent.

3.2 Special Admission Requirements

- Professional experience in administrative roles and support for public procurement processes, preferably in public or research institutions;
- Practical knowledge of the Public Contracts Code (CCP) and the main stages of the procurement process;
- Familiarity with administrative and financial management systems (ERP, Public Procurement Platforms, Base.gov);
- Good command of Microsoft Office tools, particularly Excel and Word;
- Strong ability to analyze and organize procedural and contractual documentation.

3.3 Skills:

- Accuracy, sense of responsibility, and ability to meet deadlines;
- Effective task planning and organization;
- Autonomy and initiative, with the ability to solve problems efficiently;
- Good oral and written communication skills and ease in establishing interpersonal relationships;
- Teamwork skills and adaptability to demanding environments;
- Discretion and respect for the confidentiality of administrative processes;
- Commitment to public service and alignment with the institutional values of NIMSB.

4. Submission of Applications:

Applications must be submitted using the mandatory application form available at https://www.unl.pt/wp-content/uploads/2024/08/formulario_candidatura_nao_docentes.docx. Applications should be sent by e-mail to nimsb.applications@unl.pt, indicating in the subject line: Reference **AT-CP/2026 - NIMSB - PUBLIC PROCUREMENT – [Candidate's Name]**. The following documents must be attached:

- a) Completed application form;
- b) Motivation letter written in English explaining the reasons for the application;
- c) Dated and signed Curriculum Vitae;
- d) Copy of all academic qualification certificates;
- e) Other relevant documents related to the job description and requirements.

Failure to submit the required documents will result in exclusion from the selection process.

5. Deadline for Submission of Applications:

Applications may be submitted from 3 to 16 September 2026.

6. Selection Methods:

- A. Curriculum Assessment (CA) - scores assigned on a scale of 0 to 20, rounded to two decimal places.

The final score for the curriculum assessment (CA) is calculated using the following formula:

$$CA = 0.20 \times AQ + 0.60 \times PE + 0.20 \times MC$$

where:

CA = Curriculum Assessment

AQ = Academic Qualification

PE = Professional Experience

MC = Motivation Letter

Candidates who receive a score lower than 9.5 in the curriculum assessment method will be excluded from the recruitment process.

If the Selection Committee applies "Curriculum Assessment" as the sole selection method, the final score will be expressed as:

$$FS = 1.00 \times AC$$

where:

FS = Final Score

CA = Curriculum Assessment

The Curriculum Assessment (CA) may be complemented, if deems necessary by the Selection Committee, by:

- B. Professional Selection Interview (PSI) for the highest-ranked candidates.

In this case, the final score will be expressed as:

$$FS = 0.40 \times CA + 0.60 \times PSI$$

where:

FS = Final Score

CA = Curriculum Assessment

PSI = Professional Selection Interview

The evaluation parameters and the weighting of the selection methods are detailed in the meeting minutes of the selection committee, which will be provided to candidates upon request.

7. Salary:

The determination of the salary will comply with Article 22 of Regulation No. 577/2017, and will be subject to negotiation based on the profile and experience of the selected professional.

8. Composition of the Selection Committee:

Chair:

Ana Tavares, Vice-Director for Research Operations, NIMSB

Members:

Isabel Vitorino, Director of Technical and Administrative Services, NIMSB

Joana Sá, Legal and Public Procurement Manager, NIMSB

Substitute Members:

Ana Roberto, Coordinator of Project Management Office, NIMSB

Sandra Pereira, Human Resources Officer, NIMSB

The Rectorate of NOVA University Lisbon reserves the right not to proceed with the hiring if no candidates with the appropriate profile are identified.

In accordance with point h) of Article 9 of the Constitution of the Portuguese Republic, NOVA University Lisbon, as an employer, actively promotes a policy of equal opportunities for men and women in access to employment and professional advancement, ensuring that all forms of discrimination are rigorously avoided.

Under Article 3(3) of Decree-Law No. 29/2001, of February 3, and since this procedure concerns the filling of a single vacancy, no specific quota is established for candidates with disabilities; however, candidates with disabilities shall be given preference in the event of a tie, which shall prevail over any other legal preference.