

Universidade Nova de Lisboa
Nova School of Business and Economics
Notice n.º 10708/2025

NOTICE OF THE OPENING OF THE INTERNATIONAL SELECTION COMPETITION PROCEDURE FOR
THE HIRING OF A RESEARCH ASSISTANT UNDER REGULATION 393/2018 OF JUNE 28

1. Call identification:

This call, for a position of Research Assistant to carry out scientific research activities, in the scientific areas of Information Systems, Digital Transformation, and Cultural Innovation, in an employment contract for an uncertain resolution term under the Portuguese Labour Code is raised, under the Regulation on careers, the recruitment and employment contracts of researchers under the employment contract regime of Universidade Nova de Lisboa, Regulation 393/2018, of 28 June, for the Project “**Human-in-the-Loop Large Language Models for Strategic Cultural and Educational Initiatives**” with reference **2024.07368.IACDC**.

2. The decision to open this call was taken at a meeting of the Coordinating Committee of the Scientific Council of the Faculty of Economics – Nova School of Business and Economics.

3. No admission for lack of absolute merit

Candidates who, on a rating scale between 0 and 100 of the respective ranking criteria, do not obtain 50 will not be admitted to the competition due to lack of absolute merit.

4. Applicable legislation

The hiring of the Research Assistant will be carried out through an uncertain resolution term, to be concluded under the terms of the Labor Code, approved by Law no. 7/2009, of 12 February, in its current wording and by Regulation no. 393/2018 published in Diário da República no. 123, 2nd series of June 28, 2018. In accordance with article 12 of Regulation no. 393/2018, the call’s Jury has the following member composition:

- **Rodrigo Belo, PhD, Full Professor, as President**
- **Leid Zejnilovic, PhD, Assistant Professor**

- **Bruna Riboldi, PhD**
 - **Michael Kummer, PhD, Associate Professor (substitute)**
5. The workplace is located on the facilities of the Faculty of Economics/School of Business and Economics, without prejudice to travel inherent to the exercise of functions.
 6. The monthly remuneration to be attributed to the Research Assistant is that provided for at the level 36A position of the table annexed to Regulation No. 393/2018, in the amount of €2514,15.
 7. National, foreign and stateless candidates who hold the degree of Master in Arts, Philosophy or related may apply. If the master's degree has been awarded by a foreign higher education institution, it must comply with the provisions of Decree-Law No. candidacy.
 8. The candidate must combine organizational leadership with a strong strategic mindset, capable of translating high-level project goals into operational outcomes. The candidate must demonstrate:
 - a) Proven 5-10 years of experience in leading and managing complex, cross-sector projects with public value;
 - b) Strategic and operational planning skills in international environments;
 - c) Ability to work with digital tools and implement technological processes in culturally grounded initiatives;
 - d) Excellent written and verbal communication skills in English;
 - e) Experience in public sector grant management and policy frameworks;
 - f) Fluency in Portuguese and other European languages;
 - g) Familiarity with AI and data systems, particularly for cultural or educational innovation.
 9. Preference will be given to candidates with experience in roles similar to those described in point 8, in particular:
 - 9.1 Professional Experience:
 - a) At least 5 years of experience in project management;
 - b) Experience in managing different stakeholders.
 - 9.2 Professional Training / Specific Knowledge:
 - a) Oral and written fluency in Portuguese;
 - b) Oral and written fluency in English (mandatory).
 - 9.3 Professional and Organizational Skills:

- a) Strong communication skills;
- b) Critical thinking;
- c) Proactiveness in problem-solving, flexibility, and adaptability;
- d) High attention to detail and strong organizational skills;
- e) Ability to work in a team and good interpersonal relations.

10. The final classification system for candidates is expressed on a scale from 0 to 100, according to the following evaluation table:

Criterion	Criterion weighting
Curriculum Evaluation	60%
Cover Letter	20%
Interview	20%

11. The Research Assistant will support the project's development across multiple phases, with a special focus on the coordination and implementation of project tasks involving LLM-assisted systems and strategic innovation in cultural and educational contexts. The chosen person will perform, at least, the following tasks:
- a) Manage and coordinate the various activities of the project, ensuring compliance with the defined objectives, deadlines, and requirements;
 - b) Serve as the central point of contact between different stakeholders, promoting effective communication and strategic alignment;
 - c) Oversee the execution of the project;
 - d) Identify risks and propose strategic solutions for their mitigation;
 - e) Ensure compliance with funding guidelines and regulatory requirements;
 - f) Collaborate with the management team to ensure the overall success of the project.
12. The jury decides through nominal voting based on the adopted and published selection criteria, with no abstentions allowed.
13. Minutes of the jury meetings are drawn up containing a summary of what took place there, as well as the votes cast by each of the members and the respective reasons, being made available to candidates whenever requested.

14. After completing the application of the selection criteria, the jury proceeds to draw up the ordered list of candidates with their respective classification.
15. The final decision of the jury is approved by the top manager of the institution, who is also responsible for deciding on the hiring.
16. Formalization of nominations:
 - 16.1. Applications are formalized upon request, available on the website of the Faculty of Economics/School of Business and Economics (<https://www2.novasbe.unl.pt/en/about-us/join-our-school>) which includes the identification of this notice, full name, identity card number and date, Citizen's card, or civil identification number, current occupation, email address and telephone number.
 - 16.2. The application is accompanied by proof of the conditions set out in points 7 to 9 for admission to this competition, namely:
 - a) Copy of certificate or diploma;
 - b) Detailed CV;
 - c) Cover Letter;
 - d) Other relevant documents.
17. Candidates submit their requirements and supporting documents, preferably in digital format, in PDF format, to the email address **faculty.recruitment@novasbe.pt** , or in person at the Faculty Affairs office of the Faculty of Economics / School of Business and Economics, Campus de Carcavelos, Rua da Holanda, nº1, 2775-405 Carcavelos, during office hours sent by the last day of the deadline for opening the tender, which is set at 15 business days after the publication of this notice.
18. Candidates who incorrectly formalize their application or who do not meet the requirements required in this competition are excluded from admission to the competition. The jury has the right to require any candidate, in case of doubt, to present documents proving their statements.
19. False statements made by candidates will be punished in accordance with the law.
20. The list of admitted and excluded candidates as well as the final classification list are published on the website of the Faculty of Economics/ School of Business and Economics, candidates being notified by email with receipt of delivery of the notification.

21. Prior hearing and deadline for Final Decision: Under the terms of article 121 of the Administrative Procedure Code, after being notified, candidates have 10 working days to comment. Within a maximum period of 10 days from the deadline for the submission of indictments, the final decisions of the jury are made.
22. This competition is exclusively intended to fill the vacancy indicated and may be terminated until the approval of the final ranking list of candidates and expiring with the respective occupation of the job on offer.
23. Policy of non-discrimination and equal access: Universidade Nova de Lisboa actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, disadvantaged or deprived of any right or exempt from any duty on grounds, in particular, of ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, ability work, disability, chronic illness, nationality, ethnic or racial origin, territory of origin, language, religion, political or ideological beliefs and trade union membership.
24. Pursuant to Decree-Law nº 29/2001, of February 3, candidates with disabilities have preference in equality of classification, which prevails over any other legal preference. Candidates must declare on the application form, under oath, the respective degree of disability, the type of disability and the means of communication/expression to be used in the selection process, in accordance with the aforementioned diploma.

14 April, 2025 – Dean, Professor Pedro Manuel Sousa Mendes Oliveira