

Universidade Nova de Lisboa
Nova School of Business and Economics

Call 19596/2025/2

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 **Economics or Public Policy**, in an employment contract for an indefinite period 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 “EQUALNovaERA” with reference **EQUALNovaERA (Project No. 101086974)**.

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:

- **Adeline Delavande, as President (Full Professor)**
- **Pedro Martins, Effective Member (Full Professor)**
- **Duncan Webb, Effective Member (Assistant Professor)**
- **José Tavares, Effective Member (Full Professor)**

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 **23-A, 2nd** position of the table annexed to Regulation No. 393/2018, in full-time in the amount of **€1.810,99**.
7. National, foreign and stateless candidates who hold the degree of Master in **Economics or Public Policy**. If the master's degree has been awarded by a foreign higher education institution, it must comply with the provisions of Decree-Law no. 341/2007, of 12 October, and any formalities established therein must be fulfilled by the deadline for applications.
8. The special requirements for admission to competition are those defined in the previous point.
9. The selection of the Research Assistant to be hired will be carried out through the evaluation of their scientific and curricular path, in accordance with Article 37(1) of Decree-Law No. 124/99 of 20 April, which approves Scientific Research Career Statute and Regulation No. 393/2018 published in Diário da República No. 123, 2nd Series of June 28, 2018, with the following selection criteria:
 - a) Master degree in **Economics or Public Policy**
 - b) **Technical Skills**: Proficiency in **Stata** or **R**; Familiarity with **Python** and **SurveyCTO** a plus; Experience or coursework in **experimental design**/field experiments.
 - c) **Additional Skills**: **Excellent** written and verbal communication in **English**; Knowledge of **French and Hindi** is a **bonus**; Ability to work independently, manage multiple tasks, and meet deadlines; Strong organizational skills and attention to detail.

The jury may choose to include, as a second selection method, an interview and a one-day fieldwork test, to which only the 3 candidates who are approved on absolute merit and best placed in the ranking resulting from the curricular assessment will be admitted.
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
Curricular evaluation	100%

If there is an interview and a one-day fieldwork test, the weightings will be as follows:

Criterion	Criterion weighting
Curricular evaluation	60%
Interview	40%

11. The chosen person will perform, at least, the following tasks:
 - a) **Data Analysis & Management:** Clean and analyse quantitative data using **Stata** or **R** (both preferred); Organize and maintain datasets, ensuring data integrity and security.
 - b) **Literature Reviews:** Conduct thorough literature searches and synthesize findings for reports and academic papers.
 - c) **Questionnaire & Survey Design:** Assist in developing and piloting surveys (e.g., via **SurveyCTO**) for field experiments.
 - d) **Research Support:** Contribute to research design, particularly **RCTs** and other experimental methods; Collaborate with team members on IRB applications and project coordination.
 - e) **Fieldwork:** Carrying out fieldwork (coordinating data collection, piloting, qualitative interviews) in study location may be possible for the right candidate.
 - f) **Additional Tasks:** Communicate with field partners as needed; Provide administrative support, such as grant reporting and scheduling.

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 and contact address, including email address and telephone number.

- 16.2. The application is accompanied by proof of the conditions set out in points 7 until 9 for admission to this competition, namely:
- a) Copy of certificate or diploma;
 - b) Detailed CV;
 - c) Other relevant documents: Cover Letter (up to 1 page, describing relevant experience and motivation).
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 support service for teachers of the Faculty of Economics / School of Business and Economics, Campus de Carcavelos, Rua da Holanda, nº1, 2775-405 Carcavelos, during office hours, by the last day of the deadline for opening the tender, which is set at **15** business days after the publication of this notice – **August 27, 2025**.
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 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.

July 30, 2025 – Dean, Professor Pedro Manuel Sousa Mendes Oliveira