



## Call for Application Science and Technology Management Fellowship

The Centre for Social Studies (CES) – Associate Laboratory – of the University of Coimbra (Portugal), opens a call for applications for 1 Science and Technology Management Fellowship (Master Degree), in the project '**Enabling Multichannel Participation Through ICT Adaptations – EMPATIA**' (Grant Agreement no.: 687920 – EMPATIA – H2020-ICT-2015/H2020-ICT-2015), funded by the Horizon 2020 Program of the European Commission and coordinated by Dr. Giovanni Allegretti ([http://www.ces.uc.pt/investigadores/cv/giovanni\\_allegretti.php](http://www.ces.uc.pt/investigadores/cv/giovanni_allegretti.php)).

CES provides a stimulating intellectual environment in the domain of social sciences and humanities. The EMPATIA project will be hosted at the DECIDE – Research Group on Democracy, Citizenship and Law, which has focused its activity on questions such as the organisation of the political community and its multiple relations with the State and experiences of democratic participation and decentralization, among others.

The project will be also associated with the Observatory on Participation, Innovation and Local Government (PEOPLES'), which is a meeting and exchange place on topics related to the participation of citizens in the construction of policies and projects for the territory. It is place to provide reflections on innovations that transform the structure, powers and organizational and political culture of the levels of government closest to the citizen.

### Link:

CES: [http://www.ces.uc.pt/index.php?id\\_lingua=2](http://www.ces.uc.pt/index.php?id_lingua=2)

DECIDE: [http://www.ces.uc.pt/nucleos/decide/?id\\_lingua=2&pag=10901](http://www.ces.uc.pt/nucleos/decide/?id_lingua=2&pag=10901)

PEOPLES': <http://peoples.ces.uc.pt/pages/en/home.php>

H2020 Call ICT-10-2015:

<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/922-ict-10-2015.html>

EMPATIA project (temp. website): <http://empatia-project.eu/>

### a. Project Description:

The EMPATIA project seeks to radically enhance the inclusiveness and impact of Participatory budgeting (PB) processes, increasing the participation of citizens by designing, evaluating and making publicly available an advanced ICT platform for participatory budgeting, which could be adaptable to different social and institutional contexts. EMPATIA is a 24-month project that seeks to design, evaluate, refine and widely disseminate such a platform as an open-source public good.

EMPATIA aims at producing the first ICT platform capable of fully encompassing both the decision-making cycle and the implementation cycle of PB whose integration is considered indispensable by literature as the main driver of the self-sustainability process.

Three Pilots with citizens of three diverse PB communities - the municipalities of Lisbon (Portugal),

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Ričany (Czech Republic) and Wuppertal (Germany) - will implement, analyze and validate the EMPATIA platform.

**b. Scientific field:** Social Sciences

**c. Tasks:**

The selected grant holder will assist the Project Coordination with the financial management and administration of the grant. Tasks include supporting the preparation of financial reports, assisting in developing communication plans for the project, text editing, reviewing the team's portfolios, supporting literature research, arranging appointments and support the field-work activities, assistance for organising meetings and conferences, maintaining the team's materials in a common cloud storage account and uploading information produced by the team in the project website.

**d. Admission requirements and criteria, and their evaluation weighting:**

1. A completed Bachelor or Master degree in a field of Social Sciences or other disciplinary fields relevant to the main topics of EMPATIA project (25%);
2. Previous experience in research activities in the project thematic areas (25%);
3. Previous experience in management and administration activities in European projects and in particular under the Horizon2020 framework (25%);
4. Excellent knowledge of Portuguese and English (15%);
5. Experience on management of content and tools for internal organization and communication (ie wiki, cloud system, shared docs, etc.) (10%);

**f. Work plan:**

The selected grant holder is expected to contribute to the implementation of the project's scientific and especially administrative tasks, as well as to support any activities associated with the project's general goals, namely the dissemination tasks:

In detail, the selected grant holder will be asked to support the activities of the Working-Package 6 of the project – Project Management - focused on the following Task:

**Task 6.1: Administrative project management**

- To stimulate both internal and external communication.
- To develop best-practice standards for documentation, methods and tools;
- To support the elaboration of the project reports (including the quarterly report, the intermediates and the final reports to be submitted to the European Commission);

In addition, other tasks foreseen are the following:

- To support the scientific, technical, ethical and administrative coordination of the project across their multiple dimensions;
- To support the Administrative management of the project by performing the day-to-day business, including reporting, organization of meetings and follow reports and deliverables schedules;
- To support and establish a liaison between the coordination structure and the project partners in administrative matters, focusing on the consortium management and proving administrative support to the General Assembly;
- Contribute to the creation of relevant communication or administrative materials and the updating of the project website and related social media platforms;

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- Contribute to the dissemination of the EMPATIA results aiming to reach a number of different Primary Stakeholders at EU scale, in order to create enabling conditions for the replication of further PB cases that could adopt and integrate the methodology and tools developed during the project;
- Implementation and maintenance of several collaborative tools for supporting the work within the consortium. These tools include the project's own intranet with document and source code repositories, internal wikis, mailing lists, etherpads and interfaces with teleconference platforms. Confidential data (e.g. code, blueprints, confidential deliverables, and minutes of internal meetings).
- Contribute to the production of EMPATIA project deliverables and participate in project meetings, conferences, workshops, seminars, dissemination activities and other scholarly activities;
- General administrative and logistical support to the organization of project activities and meetings, including a frequent presence in the seat of the project coordination in Coimbra;

#### **g. Applicable Legislation and Regulations:**

Portuguese Law nº 40/2004, of 18 August (Scientific Research Fellow Statute) and successive amendments; FCT's (National Agency for Science and Technology) Regulations for Advanced Training and Qualification of Human Resources 2015 (<http://www.fct.pt/apoios/bolsas/regulamento.phtml.en>), and Regulations for Fellowships at the Centre for Social Studies ([http://www.ces.uc.pt/oportunidades/documentos/Regulamento\\_de\\_Bolsas\\_CES\\_2008.pdf](http://www.ces.uc.pt/oportunidades/documentos/Regulamento_de_Bolsas_CES_2008.pdf)).

#### **h. Work place:**

The tasks will be performed at the Centre for Social Studies facilities or in other locations when necessary for the good implementation of the work plan, under the scientific supervision of the Principal Investigator.

#### **i. Duration of the fellowship contract:**

The fellowship will last 6 months, starting on the 1st of January of 2017. The fellowship contract may be extended for equal or different time periods, until the end of the project (established on 31<sup>st</sup> of December of 2017), depending on the Principal Investigator's assessment on the performance of the fellow and his/her developed activities as defined in his/her work plan.

#### **j. Monthly allowance:**

The monthly stipend can vary between 750 and 1.000 Euros, depending on the academic degree and level of experience, based on a full-time position (35 hours per week) and according with the Regulations for Fellowships at the Centre for Social Studies. The payment of the Voluntary Social Insurance and the Personal Accident Insurance adds up to this amount.

#### **k. Selection process:**

Applicants will be selected based on both curricular evaluation and direct interview. The candidates which will receive a score of at least 70 points in curricular evaluation will be contacted for an interview. The interview will be delivered in person or via videoconference, conducted in English, meant to assess the applicant's potential in integrating the project scientific dynamic and his/her motivation and availability, and as well, to assess his/her verbal communication skills and language proficiency. The Selection Committee reserves the right to choose none of the applicants for the research fellowship position.

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## I. Selection panel:

- Giovanni Allegretti (President)
- Isabel Ferreira (permanent member)
- Alison Neilson (permanent member)
- Paolo Spada (permanent member)

## m. Results publication:

All candidates will receive the results by email. The meeting minutes of the selection panel will become available publicly.

## n. Application deadline:

Open on: October 27, 2016

Deadline: November 30, 2016

## o. Application process:

Applications must include:

- a) a letter of intent/motivation in English (max 1 page);
- b) the detailed Curriculum Vitae;
- c) copies of degree certificates and other relevant documents for eligibility purposes;

The applications can be handed personally, at CES' facilities, sent by postal mail, with stamp due until the final deadline, to the following address, with clear indication of the reference of this call and the name of the applicant or sent to the following email address: [empatia@empatia-project.eu](mailto:empatia@empatia-project.eu)

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CES promotes equal opportunities.