

PROJECT MANAGER – One vacancy

The Centre for Social Studies (CES) – Associate Laboratory - University of Coimbra (Portugal), calls for applications for **one position for Project Manager** (CES/23/2022-INSITU) within the project "IN SITU: Place-based innovation of cultural and creative industries in non-urban areas" (Grant Agreement 101061747), funded by the European Research Executive Agency (REA) of the European Commission under the framework programme Horizon Europe 2021-2027, and coordinated by the Principal Investigator (PI) Nancy Duxbury (http://www.ces.uc.pt/investigadores/cv/nancy_duxbury.php).

A. Project Description:

The IN SITU project combines research and experimental actions to advance the innovation-related practices, capacities, and potential of CCIs based in non-urban areas of the EU, a constituency of the CCI sector that has grown in visibility and significance over the last decade in Europe and internationally but which is still vulnerable due to the lagging attention of research and policy to its needs, characteristics, and potentials. The project aims to advance understanding of the forms, processes, and governance of innovation involving cultural and creative industries (CCIs) located in non-urban areas of Europe and to advance the ability of non-urban CCIs to act as drivers of innovation, competitiveness, and sustainability for the locales in which they are located. IN SITU brings together leading approaches to investigating economic evolution and diversification, a challenge-oriented approach to processes of innovation, non-urban place-based planning and development, and creative industries entrepreneurship to investigate the situation of CCIs in non-urban areas. The project couples this with a pragmatic capacity-building programme to enable CCIs to address some of the key issues of their communities/region and of our time. The core defining aspect of IN SITU is the interlinking of research and practice through place-based IN SITU Labs, hubs for case studies in 6 non-urban regions across Europe, located in Portugal, Ireland, Iceland, Finland, Latvia, and Croatia. Involving both Europe-wide research and place-based experimentation, IN SITU will provide an in-depth knowledge of the direct and indirect effects, cross-sectoral connections and spillovers, innovative strategies and systems, and needs of CCI practitioners in non-urban areas. Complementary to this, the project will assess and advance the multi-level innovation and culture policy and planning frameworks that contextualize and can enable this work.

B. Scientific Field: Social Sciences or Humanities

C. Candidates' Profiles:

The candidate must have experience in project management, valuing flexibility, a spirit of initiative, the ability to work in a team and to perform various tasks of secretarial, coordination and organization. Fluency in English and Portuguese, spoken and written, is a fundamental condition.

D. Selected Candidates' Responsibilities:

The main activity to be performed by the selected candidate is to support the accomplishment of scientific tasks, as well as to contribute to other activities that fall within the general objectives of the project. The



selected candidate will work will work directly with the Principal Investigator, supporting the team in the following tasks:

- Day-to-day key contact for the project
- Overall coordination of processes, deadlines, and delivery of EC Deliverables, project meetings, and other project activities
- Overall coordination of research and data related to ethics monitorization and the cross-cutting gender dimension of the project
- Working with the PI, coordinate technical content and cooperation within and across work packages
- Facilitate communication among partners, and between the EC and the project Consortium
- Support liaison with EC and corresponding administrative and financial issues, providing the EC with specific requested documents required to manage the reporting process and timetable
- Lead the preparation of periodic and final reports to the EC
- Monitor CES project budget and overall project budget
- Collect and review consistency of information provided by partners, and monitor compliance by the parties with their obligations towards the planned project activities
- Working with the PI, coordinate the management and organization of meetings and communications related to the General Assembly, Steering Committee, Labs Committee, Ethics Coordination Committee, International Advisory Board, and Outreach Partners. (The latter will also involve coordination with the Communications and Dissemination Coordinator.)
- Develop and maintain meeting agendas and minutes
- Working with the PI and Junior Researcher, review Deliverables submitted from Consortium partners and from the International Advisory Board
- Contribute to the design and development of the *IN SITU Ethical Guidelines* and the *IN SITU Data Management Plans* (Interim and Final)
- Coordinate the management of data produced and exchanged in the project
- Develop and manage contacts database of project partners
- Monitor identified risks for project implementation

E. Applicable Legislation and Regulations:

Labour Code Law No. 7/2009, of February 12th (and subsequent amendments).

F. Workplace:

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, Nancy Duxbury.

G. Duration of the Contract:

A temporary contract (termo certo) will be signed for 12 months starting in September 2022. The contract may be extended for equal or different time periods, depending on the Principal Investigator's assessment on the performance of the candidate and his/her developed activities as defined in their work plan. The total duration of which may not exceed four years (Clause 5, Article 148 of the Labour Code), will automatically



end with the completion of the activities provided for in the activity plan, which are developed until the end of the project scheduled for 30/06/2026. Moreover, according to Article 112 of the Labour Code, paragraph 2 a), a trial period of 30 days is established.

If the selected candidate does not meet all the conditions to start the contract within the defined period: 1 - the duration of the contract can be reduced; 2 - the contract can be assigned to the applicant classified in the next position; 3 - or the position may not be awarded.

H. Application Deadline:

Call opens on: July 22nd 2022

Call closes on: August 11th 2022

After August 11th applications will not be considered for evaluation

I. Application Documents:

Applications must include:

- a) Presentation/Motivation letter in English (max. 2 pages);
- b) Curriculum Vitae of max. 5 pages, highlighting the items most relevant to the topic of the call;
- c) Copy of qualification certificates and other relevant documents for eligibility purposes. If, for the application, the applicant does not have proof of recognition of their academic degree by the Portuguese Higher Education System (Decree-Law 66/2018), they must submit a declaration of honor committing themselves to deliver the recognition of the degree within 30 days after the communication of the application results (cf. point L.).

Applications must be sent by email to concursos@ces.uc.pt until the final deadline. Applications must be addressed to the President of the Jury, with the email Subject: Application to CES call CES/23/2022-INSITU).

J. Preferred requirements, with the respective weighting:

1. Masters in Social Sciences or Humanities (10%);
2. Proven work experience in research project management (30%);
3. Knowledge of the legal framework and administrative procedures within the scope of European funding for research projects (20%);
4. Excellent language skills in both oral and written English and Portuguese (20%);
5. Proven interest in the thematic area of the project (10%);
6. Autonomy, critical thinking and interest in integrating international and multidisciplinary teams (10%).

K. Nature of contract and monthly allowance:

- a. Temporary contract ("termo certo").
- b. The gross monthly salary will be 1,656.52 euros, with the right to holiday and Christmas allowance and food allowance, in accordance with the Labour Code.



L. Mandatory requirements:

1. Hold a master's degree in Social Sciences or Humanities (see associated conditions in a));

a) Applicants with an academic degree and diploma issued by a foreign Higher Education Institution must present proof of recognition of the academic degree by the Portuguese Higher Education System, (law DL66/2018). Any candidate without the recognition of the degree(s) will be admitted to the competition, but during the evaluation process the selection panel, cannot:

- 1) recognize the candidate's grades and assess according to the possession of such grades;
- 2) give equivalence to, or validate, the grade of her/his degree;
- 3) use that note or its conversion as an evaluation parameter.

The selection of a candidate in such a situation can only proceed to the contract signature after the candidate provides the recognition of the academic degree made by the Portuguese authorities. The selected candidate will have to deliver the recognition of the degree within 30 days after the communication of the results. After 30 days, the jury may decide to 1. either extend the deadline for the candidate to prove the recognition; 2. assign the contract to the applicant classified in the next position; 3. or not award the fellowship.

M. Selection process

The selection of the candidate will be made based on the curricular evaluation and, in case of a tie among the best candidates, interviews will be carried out in person or remotely. When applying the two methods of selection, curricular evaluation and interview, each will have a valuation of 50% in the final classification. In the interview, in order to clarify aspects related to the curriculum and previous experience, the candidate's ability to integrate into the project, motivation and interest, and communication and verbal expression in English will be evaluated.

The jury reserves the right to not select any applicants for the positions, if applications do not meet the necessary standards and/or profiles in terms of absolute merit.

N. Selection Panel:

- Nancy Duxbury (president)
- Gonçalo Canto Moniz (permanent member)
- Hugo Pinto (permanent member)
- Cláudia Pato de Carvalho (permanent member)
- Paula Abreu (substitute member)

O. Communication of Results:

All candidates will receive the results of the selection process by email. The minutes of the selection process will be made available for public consultation in the facilities of the Centre for Social Studies.

P. Other complementary information:



「Edital」



Centro de Estudos Sociais
Universidade de Coimbra

ces.uc.pt

Equal opportunities:

CES abides by Portuguese national law that regulates the prevention, prohibition and fight against discrimination on the grounds of racial and ethnic identity, color, nationality, family background, and territory of origin (Law nº 93/2017, 23 August)

Data Protection:

While submitting your application, you agree with the use of your personal data by CES staff for exclusive purposes of this open call. CES administrative staff will use your contacts to contact you directly, and in the publication of the results by sending the minutes to all applicants, according to the principles set by the GDPR.

Contacts:

Centre for Social Studies
Colégio S. Jerónimo, Apartado 3087
3000-995 Coimbra, Portugal
concursos@ces.uc.pt
+351 239 855 570

Website for additional job details

<https://www.ces.uc.pt/pt/agenda-noticias/emprego-bolsas-estagios>

