

## CALL FOR APPLICATIONS: Technical Specialist

### Job/position/grant:

<b>Job reference:</b>	AE2024-0173 ( AJ-Geral - AJ ) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Job/position/grant:</b>	Technical Specialist
<b>City:</b>	Porto
<b>Research field:</b>	Main: JURIDICAL SCIENCES Sub:

### Job summary:

**INESC TEC is accepting applications for 1 Technical Specialist job in the Legal Sciences**

<b>Scientific Advisor:</b>	Rita Ribeiro Barros
<b>Duration of the contract:</b>	from 2024-06-13 to 2025-06-12, eventually renewable.
<b>Location:</b>	INESC TEC, Porto, Portugal

### Job description:

**Work Area:** Legal Sciences

**Project overview:** 1. Analyzing the procedures for incurring expenditure on goods and services; 2. Launching the contract formation procedures necessary for contractualising; of goods and services, preparing information, procedural documents, reports and communications; 3. Serving on panels of judges for procedures; 4. Ensuring effective and efficient planning and negotiation in the procurement area; 5. Ensuring the external reporting of information legally required in the area of public procurement; 6. Ensuring a competitive and innovative level of aggregation through the categorization of contractual objects; 7. Proposing rules and drawing up standards with a view to harmonizing procedures for the acquisition of goods and services as provided for in legislation; 8. Ensure contract management for contracts of a transversal nature; 9. Adopting practices and prioritizing the acquisition of goods and services that promote an appropriate balance between financial efficiency and the implementation of criteria related to green public procurement. 10. Carry out any other tasks assigned to it.

**Objectives:** To provide legal support in the field of procurement for research institutions, by studying and applying the national, European and international legal framework relating to Research Institutions, in order to ensure compliance with the institution's legal obligations and the defense of its interests, as well as contributing to the fulfilment of INESC TEC's purpose.

<b>Academic Qualifications:</b>	Degree in Law
<b>Minimum profile required:</b>	- Knowledge and mastery of the Portuguese and European legal systems - Excellent command of the Portuguese and English languages, both spoken and written - Between 1 and 3 years' proven professional experience in procurement.
<b>Preference factors:</b>	

### Funding Entity:

<b>Type of contract:</b>	fixed-term contract
The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term employment contracts and by INESC TEC norms.	

<b>Selection criteria:</b>	The selection of the candidates will be based on the following criteria, in descending order of consideration: a) Relevant Curriculum in the concerned field of this tender b) Proven experience (if applicable).
<b>Disability Incentive:</b>	Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment. Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment. Said score may, in these cases, exceed 100 points. Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 - currently in effect. Candidates must declare, in the application form, the type of disability used throughout the selection process, in order to proceed with the required adaptations.

<b>Selection Jury:</b>	President of the Jury: Rita Ribeiro Barros; Member: Maria da Graça Barbosa; Member: Ana Margarida Pereira;
<b>Notification of results:</b>	The results of the selection process will be sent to the interested by electronic mail.
<b>Application period:</b>	From 2024-05-03 to 2024-05-16
<b>Application submission:</b>	Electronic form filling in <a href="http://www.inesctec.pt">www.inesctec.pt</a> in the section <a href="#">Work with Us</a>