If you are a researcher planning your next move in Europe look here for career opportunities in Portugal and to find relevant information and assistance.

**Notice** - It becomes public, by Order of 22 January 2018, the President of the Polytechnic Institute of Guarda, in the use of its own jurisdiction under the principles of administrative activities and the legal, regulatory and procedural boundaries. 3. General requirements for admission - those covered by Article 17, Law n° 35/2014, 20th of June, in conjunction with Article 12 of ECPDESP. 4. Special requirements for admission - Pursuant to Article 17, of the ECPDESP, republished by Decree-Law N. 207/2009, of August 31 and amended by art. 1 of Law N. 7 / 2010, May 13th, this offer will be eligible for holders of the degree of PhD / or the title of specialist, in the field or related area. Opponents to the application, holders of qualifications obtained abroad must evidence recognition, equivalence or registration of a Ph.D. degree in accordance with applicable legislation. 5. Features of the functional content of the category – as described in paragraph 4 of Article 3, of the ECPDESP.

6. Formalization of the application - the application must be formalized through an application addressed to the President of the Polytechnic Institute of Guarda, which can be delivered by hand in the Post office Sector, located in the Avenida Dr. Francisco Sa Carneiro, No. 50, 6300-559 Guarda, or sent by registered mail, issued until the closing date for applications, containing the following elements: a) Full identification (name, marital status, affiliation, nationality, date of birth, number and date of identity card or legally recognized documents necessary for this effect, termination of their validity and issuing authority, residence, postcode and telephone or e-mail contact); b) Academic and / or professional / academic qualifications; c) category, group or subject area to which he/she belongs, length of service as higher education professor and institutional affiliation, if applicable; d) Any other information that candidates consider to influence the assessment of their merit or constitute grounds for legal preference; e) Identification of the job application they are applying for and reference to the Diário da República in which this notice was published; f) Identification of the element that must instruct the application and referred in subparagraph c) of paragraph 7.2 of the Notice, specifying the point to point c) to which it relates (if l, ii, iii and iv) Identification; g) Date and signature. 7. Preparation of application for admission: 7.1 – Applicants should accompany their applications with the following documents of the general requirements, as laid down in Article 17, Law n° 35/2014, 20th of June: a) Proof that you are 18 years of age; b) Certificate of criminal record, proof of no disqualification from public office, or not prohibiting the exercise of those it intends to play; c) Medical certificate attesting to possess physical strength and psychological profile necessary to perform the duties they are applying for; d) mandatory vaccination card. 7.2 - According to ECPDESP and in accordance with the Rules of Recruitment and Employment of Teachers Career from the Polytechnic Institute of Guarda - published in the Diário da República, 2nd Series, N. 127, July 4th, through Order N. 287/2014 - the application for admission to the competition should also have the following elements: a) A document certifying the fulfillment of special requirements set out in paragraph 4 of this Notice; Opponents to the application, holders of qualifications obtained abroad must evidence recognition, equivalence or registration of a Ph.D. degree in accordance with applicable legislation. b) Six copies, printed or photocopied, of the applicant's curriculum vitae, indicating
technical / scientific and / or professional performance, as well as educational activities developed, and practices relevant to the mission of the Institute and any other documents that ease the settlement of an assessment of the skills of candidates for the exercise of the functional content of the category to which they are applying. Applicants must present their curriculum vitae in accordance with the form attached to this notice. c) six copies, printed or photocopied, of one of the following elements: i. A summary report of a previously taught curricular unit; ii. A complete syllabus project for a curricular unit in the subject area mentioned in the offer, including definition of objectives, description of teaching strategies, discrimination and justification of content, distribution of contact times, the evaluation process, and development of skills for research by students; iii. A summary report of a research project previously completed or in progress; iv. A proposed research project related to the scientific area for which the offer is opened. d) Supporting documents of any other element that candidates consider relevant to demonstrate the merit of their curriculum vitae or constitute grounds for legal preference; e) All documents should necessarily be handed in digital format (cd / dvd / pen, properly identified), including the signed documents, which are provided in a portable document format, commonly known as PDF, with her/his signature. They should also be included in digital format, in pdf format, copies of all in digital format, in separate paragraphs about the precise situation where they stand for each of these requirements. 10. Candidates who perform duties at the Polytechnic Institute of Guarda, are exempted from submission of documents that already exist in their individual processes, this fact should be explicitly stated in their application. 11. Without prejudice to the Regulation of the Recruitment and Employment of Teachers Career from the Polytechnic Institute of Guarda, failure to produce documents related to the curriculum presented by the candidate implies a non valid. 12. The submission of a false document determines the immediate exclusion from the offer and the participation to competent authorities for prosecution. 13. Procedures for the application offer - The procedures and rules applicable to the contract are contained in the Rules of Recruitment, Selection and Employment of Teachers Career from the Polytechnic Institute of Guarda, which is available at the website www.ipg.pt or may be consulted in the Diário da República (Order N. 287/2014, published in July 4th, 2014), Art. 27-A, of the Evelyns of the Polytechnic Institute of Guarda. Members: - Paulo Miguel Rasquinha Ferreira Ruta, full professor of Marketing at IBS - ISCTE Business School, Lisbon; - Paula Odete Fernandes, Coordinator Professor of the School of Technology and Management; - Gonçalves Antunes, Coordinator Professor of the School of Technology and Management; of the Polytechnic Institute of Viseu; - Jorge Manuel Rodrigues Umbelino, Coordinator Professor of the Estoril Higher Institute for Tourism and Hotel Studies - Gonçalves Antunes, Coordinator Professor of the School of Tourism and Hospitality Management; of the Polytechnic Institute of Guarda. 15. Selection criteria and ranking of candidates - In accordance with the provisions of art. 15-A, of the RCPODESP and Art. 27-A, of the Rules of Recruitment, Selection and Employment of Teachers Career from the Polytechnic Institute of Guarda, the criteria selection and ranking of applicants in order to ascertain the merit of candidates for the duties to be performed are the following, in the scientific area of Hospitality Management to which the offer was addressed: a) Technical, scientific and / or professional Performance (40%); b) Teaching skills (40%); c) Organizational - other activities relevant to the mission of the institution (20%). 15.1. In evaluating the technical-scientific and professional merit, there is an established weighting obtained and / or professional titles (degrees and titles); Results of the research activity (publishing - books, chapters of books, papers on scientific journals, communications, conferences); with or without peer review evaluation and national and international collaborations and participation as a reviewer and member of scientific committees in scientific journals, conferences, others); guidance and arbitration (board) of works leading to degrees and titles; research projects; the mentoring of teachers; the activities of a professional nature in the relevant subject area or areas in which the offer is opened; development, participation, evaluator of national and international research projects; and participation in research centres; presentation and structured research projects in accordance with the criteria defined in n. 2 and 3 of Article 24th RCPODESP / IPG, and the present on c), of section 7.2 of the Notice; 15.2. In the evaluation of teaching skills the established weighting is: the pedagogical practice in higher education (curricular units taught, program development), Teacher Performance Assessment, Development of Teaching Materials; Participation in other educational activities (supervision of internships, teaching practices, organization and collaboration in educational events). 15.3. In the organizational evaluation - other activities relevant to the mission of the institution of higher education - the subjects under consideration are: the exercise of managerial roles and in management bodies and other boards or structures of higher education institutions; coordination of degrees (graduate or masters'), coordination of technical-scientific units, equivalent structures and educational and scientific committees, coordination and development of projects or practical activities, provided they fit into the area or subject areas in which the job offer is open; participation in professional events; responsible for a center, laboratory or unit services in an institution of higher education; mobility programs, others; the provision of external services, preparation of studies / projects / advice; collaboration with national and international entities, events to promote the institution, others. 16. Evaluation and selection: 16.1. The assessment of applications from candidates admitted to the job offer application will be conducted in accordance with the criteria, parameters and weights approved according to the provisions of the jury of 2017.12.27, and published in www.ipg.pt - "O INSTITUTO => DOCUMENTAÇÃO => PESSOAL DOCENTE". 16.2. The jury deliberations are taken by the major vote of members present at the meeting, with no abstentions. 16.3. The jury will deliberate in order to first approve the absolute merit of candidates. 16.4. It is considered as votes in favor of absolute merit approval, those that expressly result from, the written grounding that the candidate has, based on a qualitative analysis of the documents submitted as an application, on the ability and performance considered as suitable to perform the duties of an associate professor on the pedagogical and scientific plan and on other activities perceived as relevant to the mission of the Polytechnic Institute of Guarda, in the area the application is open - Hospitality Management. 16.5. The vote against the approval in absolute merit should be based on one or more of the following criteria: a) The branch of knowledge and / or specialty in which she / he was awarded the doctoral degree and where the candidate does not show how its academic training is appropriate for the teaching role in the subject area for which the job offer was opened and this lack is not considered supplied by other degrees
owned by the applicant; b) The candidate receives a grade lower than 40 points. 16.6. In order to check the absolute merit approval, each candidate must obtain the affirmative vote from a majority of the jury members. 16.7. In case of no absolute merit, there will be a hearing of the excluded candidates that can make a decision within ten days, applying the Article 11 and 26, of RRPC/PCI/IG. 16.8. The jury shall, then, draw up a list of candidates that have been approved in absolute merit, sorted alphabetically, 17. 1. The order of candidates should be based on the assessment, based on the criteria and evaluation parameters and corresponding approved weighting factors. 17.2. Before the voting, each jury member presents a written document to the minutes, from 0 to 100 and order of the candidates, duly substantiated, considering the effect to the above paragraph. 17.3. The final rating assigned by each individual member of the jury will be obtained through the following formula: NFEJ=0,40*DTCP+0,40*CP+0,20*AO, where: NFEJ corresponds to the final mark by the member of the jury ; DTCP = sum of scores in the candidate component for the technical and scientific or professional performance; CP = sum of the scores awarded to the candidate in the component concerning the pedagogical skills; AO = Sum of the scores awarded to the candidate in the organizational component relating to Other Relevant Activities to the mission of the Institution. 17.4. In the several voting, each jury member must respect the order, abstentions not being admitted. 18. The jury will use or follow the method of voting by absolute majority in the final ranking of candidates: a) The first vote is intended to place the first candidate. In the case of a candidate with more than half the votes of members present at the meeting, he is immediately placed in the first place. If not, the second candidate will be determined among the candidates who received votes for first place, after withdrawal of the least voted candidate on the first ballot. If there is a tie between two or more candidates in a position of listed vote, one should choose the candidate who receive the last vote to be selected. If also a tie persists, the President of the jury decides which candidate to withdraw. The process will be repeated until one candidate obtains an absolute majority to be on the first place. Retrieved such a candidate, the process will be repeated to the candidate rated second, and so on until an ordered list of all candidates is obtained. b) Notwithstanding the preceding paragraph, whenever there is a tie, the vote is repeated and if the tie still persists, the president of the jury decides the vote of deliberation. 19. Under paragraph b) of Article 11 of the ECQESP and Rules of Recruitment, Selection and Employment of Teachers Career from the Polytechnic Institute of Guarda, the jury can promote public hearings, on equal terms to all candidates. 20. The system of voting and final ranking set by a jury article 17/12/27, is available for consultation by interested parties on the IPG website - www.ipg.pt - "O INSTITUTO => DOCUMENTAÇÃO => PESSOAL DOCENTE". 21. The job offer dossier is available for candidates who wish to do so in the Central Service at the Polytechnic Institute of Guarda, during the normal business hours. 22. Constraints to recruitment - Candidates that may be chosen for an eligible hiring place on the final ranking will be hired only if the requirements to permit compliance with the provisions of the Law n. 81/2013 of 31st December. 23. In compliance with paragraph h) of Article 9 of the Constitution, the Polytechnic Institute of Guarda, as an employer, actively promotes a policy of equal opportunities between women and men in access to employment and professional development, scrupulously providing to avoid any form of discrimination. 24. This offer will be enrolled (registered) on PEE (Public Employment Exchange), until the second working day after this publication in the Diário da República, pursuant to Decree-Law n. 10/2013 of 3rd April. Annex Curriculum Vitae Model, referred to in al. b) of paragraph 7.2 of this notice 1 TECHNICAL SCIENTIFIC AND / OR PROFESSIONAL PERFORMANCE 1.1 Academic and / or occupational background: degrees and evidence: Specialist Certification (DL 206/2009); PID: Other evidence of recognition or relevant courses; Evidence of professional activity, beyond academia 1.2 Results of Research Activity (publications - books, brochures, articles in scientific journals): Publication of articles in national journal with and without referees; Publication of articles in international journal with and without referees; Publication of articles in Proceedings of the National Congress; Publication of articles in Proceedings of National Conferences; Editor or co-editor of multi-author works; Author or co-author of the complete works and/or translation of books. 1.3 Professional activity: Participation in conferences with peer review or without evaluation both national and international, collaboration and participation as a reviewer and member of scientific committees in scientific journals, conferences, others; Poster presentations and oral presentations at scientific and academic meetings; Participation in national research conference with the presentation of communication; Participation in international research conference with the presentation of communication; Member of sessions; Secretariats of scientific conferences / seminars; Author of scientific publications. 1.4. Orientation and arbitration (jury) of studies leading to an academic degree and title, research projects, mentoring of teachers and activity of a professional nature of relevance in the area or areas: Supervision in graduates' Internship Report; Supervision in Academic Degree or supplements; Supervision of thesis / project / masters internship report; Co-supervision of of thesis / project / masters internship report; Supervision of doctoral thesis; Co-supervision of doctoral thesis; Supervision of Internship Reports; Academic Degree or supplements; Jury in thesis/project / masters internship report; Jury of doctoral thesis; Jury of Other Events Academic and teaching staff applications in polytechnic or university institutions. 1.5 Development, participation and exchange of professional experience: 2.1. Professional experience: Professional experience in polytechnic higher education or university; Participation in the development of programs for different curricular units; Number of different curricular units taught in the area. 2.2 Preparation of Teaching Materials: Handsbooks and textbooks to support teaching or centered anthologies; Drafting of printed notes, workbooks, software, handbooks of laboratory practice, audio-visual or handsome, others. 2.3 Participation in other professional activities (supervision of internships, teaching practices, organization and collaboration in educational events): Participation in groups or academic committees, including institutional assessment with reporting, commissions for creation / approval of curricular units; Organization of study visits; Member of the organizing committee of congresses, seminars, workshops and local training activities; Collaborator in organizing educational events of national or international prestige. Participation in other teaching activities. 3. ORGANIZATIONAL - OTHER ACTIVITIES RELEVANT TO THE MISSION OF THE INSTITUTION 3.1. Exercise of executive positions and management bodies and other bodies or structures of higher education institutions: President, Vice President, Director, Assistant Director of the Organic Unit; President of collegiate bodies (CTC, CP, CG, Student Ombudsman, others); A member of statutory collegiate bodies (CTC, CP, CG, others). 3.2. Coordination of degrees (graduate and masters), coordination of technical and
scientific units, equivalent structures and scientific and pedagogical commissions, other bodies of HEIs: • Director of Technical and Scientific Department / Unit; • Degree Coordinator; • Responsible for the scientific area; • President of jury of selection / ranking (e.g. Masters, special applications, applications for over 23 years old, others); • Jury member for the selection (e.g. Masters, special applications, applications for over 23 years old, others); • Participation in other juries (ex. non-teaching staff recruitment, procurement of goods and services, contracts, others). 3.3. Coordination and development of projects or activities of a practical nature in the area of invitation to tender, participation in professional events, responsible for center, laboratory or services unit in an institution of higher education, mobility programs, other: • Participation and collaboration in other relevant administrative activities in the area of the tender procedure; • Responsible for services unit; • Preparation of groups of students to academic skills or general examinations; • Participation in mobility programs: teaching and research stays (Erasmus and Mundus). 3.4. Provision of services abroad, studies / projects or reports prepared, collaborations with external entity, activities or events to promote the institution, other: • Responsible for rendering of services; • Participant or co-responsible for rendering of services; • Collaboration in the organization of events to promote the institution; • Participation on boards of external institutions of recognized public interest.

Vacant posts: 1
Type of contract: Permanent
Job country: Portugal
Job city: Sela
Job company/institute: Instituto Politécnico da Guarda/Escola Superior de Turismo e Hoteleria de Sela do IPG

Application deadline: 29 Março 2018
(The Application’s deadline must be confirmed on the Job Description)

2. Dados de contactos da organização
2. Organization contact data

Organization/institute: Instituto Politécnico da Guarda
Address: Avenida Dr. Francisco Sá Carneiro, 50
Guarda - 6300-559
Portugal
Email: ipg@ipg.pt
Website: http://www.ipg.pt

3. Habilitações académicas
3. Required education Level

Empty

4. Linguas exigidas
4. Required languages

Empty

5. Experiência exigida em investigação
5. Required research experience

Empty