

Opening Notice

Operations and Content Development Manager in Sustainable Finance

Reference: (CUBE_CSF/2/2024)

Location: Católica Lisbon, Portugal

Type: Full-time / Part-time (minimum of 50%)

About Us:

The Center for Sustainable Finance at Universidade Católica in Lisbon is dedicated to promoting a sustainable economy and future society through innovative research and educational programs. We are seeking a talented and professional student to join our team in a critical role focused on developing and managing our training programs and research dissemination efforts.

The **Operations and Content Development Manager in Sustainable Finance** will work with Professor António Baldaque da Silva, his team, and other School Professors or researchers according to the undergoing topics of the Center. The main duties and goals are:

- Disseminate research findings in the scientific areas of the Center
- Create and maintain an appropriate data and computing environment for the purpose of supporting the Center activities
- Write reports and present results (internally and externally) periodically
- Participate in the activities and initiatives of the Center as reasonably requested
- Conduct the work with passion, conviction and in accordance with the Center mission and principles

Project key responsibilities:

- Articulate, develop and manage content for the Sustainable Finance training programs (in-person, online, and in partnership with external partners).
- Manage and report operational aspects of the Center activity, in particular training sessions, scheduling, logistics, participant management and general project KPI's.
- Collaborate with researchers and educators to ensure high-quality content creation.
- Implement strategies for Sustainable Finance knowledge dissemination and for engaging public good will, targeting both academic and public audiences.

Take action and join us at Center of Sustainable Finance **in shaping a more sustainable future!**

ADMISSION REQUIREMENTS

- At the time of application, candidates must be holders of a bachelor's degree in the scientific field of Economics, Finance, Engineering or Management or related scientific fields and to be enrolled or accepted to be enrolled in a master's program in the aforementioned scientific fields;

Other requirements are the following:

- Excellent command of both the Portuguese and English language
- Strong technical background on the areas above, as demonstrated by work and academic grades
- Academic proficiency and/or experience in the fields of Finance and: Sustainability, Environment, Energy, Climate Change or Energy Transition
- Good data collection and statistical analysis skills
- High versatility, flexibility and proactivity (hands-on approach /solution driven)
- High motivation and enthusiasm for research and academic projects
- Excellent communication and presentation skills, both written and orally
- Ability to work both individually and collaboratively
- Ability to work both in an organized and autonomous way

Preferential requirements:

- Reasonable knowledge of Sustainable Finance and the ESG principles.
- Demonstrated passion for the areas of research mentioned above
- Experience in managing projects and conducting research
- Experience with large datasets
- Comfortable in programming, namely using python to access databases or connect to APIs
- Experience or knowledge of Marketing and Digital Communication Strategies

WORKPLACE AND SCIENTIFIC GUIDANCE

The workplace is Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, in Lisbon, and the work will be developed under the scientific and experienced guidance of Professor António Baldaque da Silva. There are opportunities to work in a hybrid setting, details to be agreed.

DURATION AND START DATE

The fellow is expected to start in October 2024. The role of Operations and Content Development Manage in Sustainable Finance will be available up to 12 months, depending on evaluation concerning the accomplishment of the work plan and goals, the fulfillment of personal requirements for renewal and the availability of funding in the project.

BENEFITS

Adding the opportunity of working and learning from a cutting-edge project, the student as an **Operations and Content Development Manager in Sustainable Finance**, will benefit an allowance: for full time engagement - is 990,98 € per month (for holders of Bachelor's degree) and 1 259,64 € per month (for holders of a Master's degree), according to the table of values of the grants awarded directly by FCT, I.P. in the Country. Further information at https://www.fct.pt/wp-content/uploads/2024/02/Tabela-de-Valores-SMM_atualizacao-2024.pdf

The student allowance will be paid monthly by bank transfer.

The student will be covered by a personal accident insurance.

If not covered by any social protection scheme, the student can ensure the right to Social Security through adherence to the Voluntary Social Security scheme, pursuant to "Código dos Regimes Contributivos do Sistema Previdencial de Segurança Social".

SELECTION PANEL METHOD

The candidates' final classification shall be presented on a scale of 0 to 20. The final classification evaluates the candidate's merit and it is calculated by weighing in each factor as follows:

- A. Academic curriculum assessment: 40%
- B. Expertise in the work field, including previous research experience: 25%
- C. Computer, data and analysis skills: 25%
- D. Communication skills: 10%

$$\text{Final Classification} = (0,40 \times A) + (0,25 \times B) + (0,25 \times C) + (0,10 \times D)$$

Two different rank lists of candidates will be formed – one for candidates with a bachelor's degree and one for candidates with master's degree.

A minimum of 16 points is needed for a candidate to be considered eligible for the position.

If necessary, candidates may be called for an interview to access point D. of the selection method.

The selection panel reserves the right not to select any candidate if it considers that none of the candidates has the required profile.

COMPOSITION OF THE SELECTION PANEL

President of the Jury: Professor António Baldaque da Silva (fellow supervisor)

Effective Member: Professor José Faias

Effective Member: Professor Wilson Bastos

REQUIRED DOCUMENTS FOR APPLICATION

Applications are to be submitted in English and shall include the following documents:

1. Letter elaborating on the motivations and objectives for applying;
2. Curriculum Vitae including all the elements to access the admission requirements;
3. A written piece prior work, where the candidate has solo authorship, if available.
4. Proof of the enrollment in the required program or proof of meeting the requirements for the enrollment in the required program;
5. Copy of the qualification certificate or diploma.

In case of not being possible to obtain the certificate mentioned in 4. until the due date of the application, the candidate may replace them by declarations of their responsibility with the corresponding content, submitted electronically and, in case of being selected, send the official certificates to the Center of Sustainable Finance, before the contract being handled.

DEADLINES AND SUBMISSION OF APPLICATIONS

Required documents should be sent by e-mail to catolica-lisbon-research@ucp.pt from September 9th 2024 until September 20th, 2024 (until 5 pm Lisbon time) with the reference Subject: **CUBE_CSF/2/2024- #Candidate's name#**.

No document that should have been submitted at the application stage may be presented after the deadline set for this purpose in the opening notice. Failure to comply with the deadline set for the submission of the application, as well as the lack of submission or late submission of the documents referred to in this point will determine exclusion from the competition. False statements provided by the candidates are punishable by law.

DELIBERATION AND RELEASE OF THE RESULTS

The selection panel deliberates in accordance with adopted and disclosed selection criteria. Minutes of panel meetings shall include a summary of the meeting content. After application of the selection criteria, the panel shall prepare a ranked list of approved candidates and respective classification.

The ranked list of candidates will be published within 90 working days after the deadline of the applications on the CATÓLICA-LISBON website <https://www.clsbe.lisboa.ucp.pt/research/research-positions>.

Candidates will be notified by e-mail once this list is made available.

In the 10 working days after the communication of the final decision, the selected candidate must confirm in writing his/her availability to initiate the fellowship in the proposed date. In case of unavailability, the offer will be made to the next candidate in the ranked list.

PRIOR HEARING, COMPLAINTS AND APPEALS

In case of unfavorable decision, candidates will have 10 working days after notification to pronounce in a prior hearing, should they wish it, under the terms of the Code of Administrative Procedures. The final decision may be subject to a complaint within a period of 15 working days or, alternatively, of an appeal within a period of 30 working days, with both durations beginning on the date of the initial notification. The complaint or appeal should be addressed to the Rector's Office (Reitoria) of Universidade Católica Portuguesa. After this notification, and in case there are no allegations, the results will become definitive. Ineligible candidates will be notified by email, with details of the missing eligibility elements.

PRIVACY POLICY

Universidade Católica Portuguesa is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 – General Regulation on Data Protection.

The personal data submitted within the scope of this tender procedure is processed within the framework of said tender procedure only, and will be treated by Universidade Católica Portuguesa with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>.

For purposes of exercising the respective rights, contact the University through the e-mail address compliance.rgpd@ucp.pt or by using the address found at the end of this announcement, through the means set out in "Contacts for clarification".

The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

NON-DISCRIMINATION AND EQUAL ACCESS POLICY

Universidade Católica Portuguesa actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, gender, sexual orientation, marital status, family status, family and economic conditions, instruction, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, and union membership.

CONTACTS FOR CLARIFICATION

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