



## Call for Application Communication Assistant

The Centre for Social Studies (CES) – Associate Laboratory – of the University of Coimbra (Portugal), opens a call for applications for **2 (two) positions** as Communication Assistant (Master or Bachelor degree – Science and Technology Management Fellowship), in the project '**Enabling Multichannel Participation Through ICT Adaptations – EMPATIA**' (Grant Agreement no.: 687920 – EMPATIA – H2020-ICT-2015/H2020-ICT-2015), funded by the Horizon2020 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/en>

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>

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.

Four Pilots with citizens of four diverse PB communities - the municipalities of Lisbon (Portugal), Ričany (Czech Republic), Milan (Italy) and Wuppertal (Germany) - will implement, analyze and validate the EMPATIA platform.





**b. Scientific fields:** Communication, Web Science, Design, Political Science

**c. Tasks:**

- Contribute to the creation of relevant communication materials and the updating of the project website and related social media platforms;
- 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;
- 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;

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

1. A completed Bachelor or Master degree in Journalism/Communication or in a field of Social Sciences or other disciplinary fields relevant to the main topics of EMPATIA project (15%);
2. Previous professional experience in communication, digital media production and management, and other experiences relevant to the main topics of EMPATIA project (25%);
3. Computer literacy skills, including knowledge of php-based CMSs as wordpress, drupal and similar, command on graphic design tools and web development, shown by materials or contents produced (30%);
4. Excellent written and visual communication skills shown by some materials or contents produced (15%);
5. Proficiency in English and good knowledge of one of the other working languages of EMPATIA (Portuguese, Italian, German, Czech) (15%);

**f. Work plan:**

The selected candidate is expected to contribute to the implementation of the project's scientific and especially dissemination tasks, as well as to support any activities associated with the project's general goals.

In detail, the selected candidate will be asked to support the activities of the Work Package 3 - Pilots

- and the WP5 of the project – Dissemination and Exploitation - focused on the following objectives:

- The Communication Assistant will be responsible for the design, implementation and maintenance of the EMPATIA public presence on the internet, substantiated by the project institutional website and complemented by the project's presence in social media platforms such as Facebook, LinkedIn and Twitter.

- The Communication Assistant will be responsible for the production and management of multimedia content (texts, audio, images, video) regarding the Pilots of EMPATIA as well as any other public dissemination event organized during the project.

- The Communication Assistant will be responsible for communication directed at the news media through the creation and distribution of press news and other media releases.

- The Communication Assistant will be responsible for the implementation and maintenance of several collaborative tools for supporting the work within the consortium. These tools include the project's

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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).

- The Communication Assistant will support the development and editing of the non-technical manual/handbook of the EMPATIA platform.
- The Communication Assistant will be responsible for supporting the organization of the final seminar of EMPATIA.

## **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.

The tasks could require flexibility to field missions where EMPATIA pilots are delivered in 2017 (Milan, Lisbon, Wuppertal, Prague)

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

The fellowship will last 4 months, starting on the 1st of September of 2017. The fellowship contract may be extended for equal or different time periods, until the end of the project, 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 900 and 1.200 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)
- Kalinca Copello (permanent member)
- Paolo Spada (permanent member)
- Michelangelo Secchi (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 period:

Open on: July 24, 2017

Deadline: August 11, 2017

## 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;
- d) Max n..3 examples of contents (texts, graphic, video, audio, code) produced by the candidate, required to evaluate the points d.3 and d.4 of the present call. In case the candidate will submit more than 3 examples, only the first three in alphabetic order will be considered for the purposes of evaluation.

The applications can be handed in 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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Reference: **CES-BGCT/16/2017**  
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CES promotes equal opportunities.

