

CULTURE

Directorate-General for Cultural Heritage

Notice no. 8441-D/2020

International selection procedure for 1st degree intermediate management positions for the Dependent Services of the Directorate-General for Cultural Heritage

1 – In accordance with the provisions of articles 13 and 14 of the Legal Framework for Autonomous Management of Museums, Monuments and Palaces, approved by Decree-Law no. 78/2019 of 5 June, in conjunction with article 1, clause 3, of Ordinance no. 223/2012, of 24 July, as amended and republished by Ordinance no. 263/2019 of 26 August, notice is hereby given, by order of the Director General for Cultural Heritage, of the opening, for a period of 30 working days, from the date of the publication referred to in clause 2 of this notice, of an international selection procedure for admission, under a service commission, for a period of three years, to the position of intermediate management of the 1st degree, as Director of the following organic units, as provided for in the personnel list of the Directorate-General for Cultural Heritage:

Reference A – Jerónimos Monastery and Tower of Belém

Reference B – National Pantheon

Reference C – National Palace of Ajuda/Royal Treasury Museum

Reference D – Monographic Museum of Conímbriga-National Museum

Reference E – Grão Vasco National Museum

Reference F – National Archaeology Museum

Reference G – Machado de Castro National Museum

Reference H – Soares dos Reis National Museum

Reference I – National Museum of Friar Manuel do Cenáculo, which is attached to Igreja das Mercês

2 – The recruitment procedure will also be published on the 3rd working day following the date of this publication, in the Public Employment Pool (www.bep.gov.pt), on the

DGPC's website, in Portuguese and English, as well as in national and international media.

3 – Functional content:

It is the responsibility of the Director to ensure the exercise of the powers defined in Article 12 of the aforementioned Legal Framework for Autonomous Management of Museums, Monuments and Palaces, as well as in Article 8 (1) of the Management Personnel Regulations, approved by Law no. 2/2004 of 15 January, amended and republished by Law no. 64/2011 of 22 December.

4 – Monthly remuneration:

EUR 2,996.21 plus a surcharge for representation expenses amounting to EUR 312.14, according to the remuneration status of Public Administration management personnel.

5 – Estimated total budget for each organic unit:

In accordance with article 14(2)(g) of the Legal Framework for Autonomy of Museums:

Reference A – Jerónimos Monastery and Tower of Belém – EUR 1.262.847,46

Reference B – National Pantheon – EUR 671.082.02

Reference C – National Palace of Ajuda/Royal Treasury Museum – EUR 1.886.288.03

Reference D – Monographic Museum of Conímbriga-National Museum – EUR 1.103,122,61

Reference E – Grão Vasco National Museum – EUR 797,874.62

Reference F – National Archaeology Museum – EUR 1.425.896.26

Reference G – Machado de Castro National Museum – EUR 1.203.891,30

Reference H – Soares dos Reis National Museum – EUR 1258153,09

Reference I – National Museum of Friar Manuel do Cenáculo, and its annex in Igreja das Mercês – EUR 342,290.38

6 – Requirements for admission:

In accordance with the terms defined in article 13 of the Legal Framework for Autonomous Management of Museums, Monuments and Palaces, candidates are required to have a university degree, they may be recruited from within or outside the Public Administration, hold a Portuguese or other nationality, possess specific qualifications and technical competencies in museum studies or heritage-related areas

found adequate for the performance of duties in the organic unit for which they are applying, as well as an aptitude for running, coordinating and managing.

7 – Profile required:

- a) Fluency in spoken and written Portuguese;
- b) Postgraduate training in the disciplinary areas of Museology, Heritage, and Conservation and Restoration;
- c) Proven expertise in areas related to the specific organic unit;
- d) Technical aptitude and professional experience in running, coordinating and managing, preferably cultural equipment;
- e) High motivation and commitment to the public service during the term of office;
- f) Critical appraisal, leadership and innovation skills;
- g) Planning and organisational capacity;
- h) Ability to motivate and coordinate teams;
- i) Knowledge of the structure of Public Administration, of the legislation applied to cultural heritage and of contemporary cultural policies and challenges.

8. Composition of the Selection and Evaluation Board

Reference A – Jerónimos Monastery and Tower of Belem

President:

Engineer Bernardo Alabaça

(Director-General of the DGPC, with delegation powers)

Effective members:

1st Dr. Margarida Kol Carvalho, Director of *Padrão dos Descobrimentos*;

2nd Professor Architect José Aguiar (ICOMOS);

3rd Professor Nuno Senos (*Faculdade de Ciências Sociais e Humanas, Universidade Nova de Lisboa*);

4th Professor Vítor Manuel Guimarães Veríssimo Serrão (*Faculdade de Letras da Universidade de Lisboa*).

Alternate members:

- 1st Arch. João Carlos Santos, Deputy Director of DGPC;
- 2nd Dr. Cecília Cameira, Deputy Director of *Padrão dos Descobrimentos*;
- 3rd Dr. Maria João Torres da Silva (ICOMOS);
- 4th Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);
- 5th Professor Maria João Quintas Lopes Baptista Neto (*Faculdade de Letras da Universidade de Lisboa*).

Reference B – National Pantheon

President:

Arch. João Carlos Santos, (Deputy Director of DGPC)

Effective members:

- 1st Sandra Saldanha, PhD, Director of *Secretariado Nacional dos Bens Culturais da Igreja*;
- 2nd Architect Professor João Mascarenhas Mateus (ICOMOS);
- 3rd Professor Nuno Senos (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);
- 4th Professor Vítor Manuel Guimarães Veríssimo Serrão (*Faculdade de Letras da Universidade de Lisboa*).

Alternate members:

- 1st Dr. Rui Santos, Deputy Director of the DGPC;
- 2nd Joana Costa Brites, PhD;
- 3rd Professor Architect José Aguiar (ICOMOS);
- 4th Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);
- 5th Professor Maria João Quintas Lopes Baptista Neto (*Faculdade de Letras da Universidade de Lisboa*).

Reference C – National Palace of Ajuda/Royal Treasure Museum

President:

Engineer Bernardo Alabaça

(Director-General of the DGPC, with delegation powers);

Effective members:

1st Dr. António Gomes de Pinho, President of the Arpad Szenes-Vieira da Silva Foundation;

2nd Dr. João Neto (APOM – Portuguese Association of Museology);

3rd Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Vítor Manuel Guimarães Veríssimo Serrão (*Faculdade de Letras da Universidade de Lisboa*).

Alternate members:

1st Dr. Fátima Marques Pereira, Deputy Director of DGPC;

2nd Dr. Marina Bairrão Ruivo (*Fundação Arpad Szenes-Vieira da Silva*)

3rd Dr. Sara Silva (APOM – Portuguese Association of Museology);

4th Professor Nuno Senos (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

5th Professor Maria João Quintas Lopes Baptista Neto (*Faculdade de Letras da Universidade de Lisboa*).

Reference D – Monographic Museum of Conímbriga-National Museum

President:

Engineer Bernardo Alabaça

(Director-General of the DGPC, with delegation powers);

Effective members:

1st Dr. Rui Parreira, Director of the Department of Cultural Assets (Algarve Regional Directorate of Culture);

2nd Professor Francisco Sande Lemos (Association of Portuguese Archaeologists);

3rd Professor Maria Manuela dos Reis Martins (*Universidade do Minho*);

4th Professor Pedro Jorge Cardoso Carvalho (*Faculdade de Letras da Universidade de Coimbra*).

Alternate members:

- 1st Dr. Fátima Marques Pereira, Deputy Director of DGPC;
- 2nd Dr. Maria Isabel Cunha e Silva, Director of Museums D. Diogo de Sousa and Biscainhos;
- 3rd Dr. José Eduardo Morais Arnaud (Association of Portuguese Archaeologists);
- 4th Luís Fernando Oliveira Fontes, PhD, (*Universidade do Minho*);
- 5th Professor Ricardo Jorge Costeira da Silva (*Faculdade de Letras da Universidade de Coimbra*).

Reference E – Grão Vasco National Museum

President:

Dr. Rui Santos (Deputy Director-General of the DGPC)

Effective members:

- 1st Dr. António Nunes Pereira, Director of the National Palaces of Pena, Sintra and Queluz;
- 2nd Dr. Maria de Jesus Monge (ICOM Portugal);
- 3rd Professor Alice Lucas Semedo (*Faculdade de Letras da Universidade do Porto*);
- 4th Professor Maria de Lurdes dos Anjos Craveiro (*Faculdade de Letras da Universidade de Coimbra*).

Alternate members:

- 1st Dr. Fátima Marques Pereira, Deputy Director of DGPC;
- 2nd Dr. Hugo Pereira Xavier, Curator of the Pena National Palace;
- 3rd Dr. Ana Mercedes Stofel (ICOM Portugal);
- 4th Professor Paula Menino Homem (*Faculdade de Letras da Universidade do Porto*);
- 5th Professor Ricardo Jorge Costeira da Silva (*Faculdade de Letras da Universidade de Coimbra*).

Reference F – National Archaeology Museum

President:

Engineer Bernardo Alabaça

(Director-General of the DGPC, with delegation powers);

Effective members:

1st Dr. Rui Parreira, Director of the Department of Cultural Assets (Algarve Regional Directorate of Culture);

2nd Dr. José Eduardo Morais Arnaud (Association of Portuguese Archaeologists);

3rd Professor Francisco Caramelo (*Faculdade de Ciências Sociais e Humanas da Universidade Nova de Lisboa*);

4th Professor Vítor Manuel Guimarães Veríssimo Serrão (*Faculdade de Letras da Universidade de Lisboa*).

Alternate members:

1st Dr. Fátima Marques Pereira, Deputy Director of the DGPC;

2nd Dr. Maria Isabel Cunha e Silva, Director of Museums D. Diogo de Sousa and Biscainhos;

3rd Francisco Sande Lemos (Association of Portuguese Archaeologists);

4th Professor Catarina Tente (*Universidade do Minho*);

5th Professor Maria João Quintas Lopes Baptista Neto (*Faculdade de Letras da Universidade de Lisboa*).

Reference G – Machado de Castro National Museum

President:

Engineer Bernardo Alabaça

(Director-General of the DGPC, with delegation powers);

Effective members:

1st Dr. António Nunes Pereira, Director of the National Palaces of Pena, Sintra and Queluz;

2nd Dr. José Gameiro (ICOM Portugal);

3rd Professor Paula Menino Homem (*Faculdade de Letras da Universidade do Porto*);

4th Professor Helena Maria Gomes Catarino (*Faculdade de Letras da Universidade do Coimbra*);

Alternate members:

1st Dr. Fátima Marques Pereira, Deputy Director of DGPC;

2nd Dr. Hugo Pereira Xavier, Curator of the Pena National Palace;

3rd Dr. Ana Mercedes Stofel (ICOM-Portugal);

4th Professor Alice Lucas Semedo (*Faculdade de Letras da Universidade do Porto*);

5th Professor Sandra Patrícia Antunes Ferreira da Costa Saldanha (*Faculdade de Letras da Universidade do Coimbra*).

Reference H – Soares dos Reis National Museum

President:

Dr. Fátima Marques Pereira, Deputy Director of DGPC

Effective members:

1st Dr. Manuel Oleiro, Advisor to the Board of Directors of EGEAC;

2nd Dr. Maria de Jesus Monge (ICOM Portugal);

3rd Professor Rui Manuel Sobral Centeno (*Faculdade de Letras da Universidade do Porto*);

4th Professor Lúcia Gualdina Marques de Almeida da Silva (*Faculdade de Belas Artes da Universidade do Porto*);

Alternate members:

1st Dr. Rui Santos, Deputy Director of the DGPC;

2nd Dr. Joana Sousa Monteiro, Director of the Lisbon Museum;

3rd Dr. José Gameiro (ICOM-Portugal);

4th Professor Paula Menino Homem (*Faculdade de Letras da Universidade do Porto*);

5th Professor Mário Augusto Bismarck Paupério de Almeida (*Faculdade de Belas Artes da Universidade do Porto*);

Reference I – National Museum of Friar Manuel do Cenáculo, and its annex in Igreja das Mercês

President:

Dr. Rui Santos, Deputy Director of the DGPC

Effective members:

1st Dr. António Nunes Pereira, Director of the National Palaces of Pena, Sintra and Queluz;

2nd Dr. João Neto (APOM-Portuguese Association of Museology);

3rd Professor Raquel Henriques da Silva (*Faculdade de Ciências Sociais e Humanas, Universidade Nova de Lisboa*);

4th Professor Jorge de Oliveira (*Universidade de Évora*).

Alternate members:

(each member appoints an alternate member to replace him in his absences and impediments).

1st Dr. Fátima Marques Pereira, Deputy Director of DGPC;

2nd Dr. Hugo Pereira Xavier, Curator of the Pena National Palace;

3rd Dr. Sara Silva (APOM-Portuguese Association of Museology);

4th Professor Nuno Senos (*Faculdade de Ciências Sociais e Humanas, Universidade Nova de Lisboa*);

5th Professor Maria Leonor Rocha (*Universidade de Évora*).

9 – Selection and evaluation criteria:

Selection criteria will be based on Curriculum Evaluation, the Project Proposal that the candidate aims to implement in the organic unit, and a Professional Interview open to the public. The final result of each candidate will be expressed on a scale of 0 to 20, rounded to the nearest hundred, to be obtained by weighted average according to the following formula:

Cf = Curricular Assessment (25 %) + Project/Cultural/Artistic Approach including the motivation letter for performing the job (55 %) + Professional Interview (20 %)

The following criteria will apply for the parameters and their weightings to be considered in each selection method:

- i) Curriculum evaluation – 25 %
 - Academic qualification – 40 %
 - Vocational training – 15 %
 - Professional Experience – 45 %

ii) Cultural/Artistic Project/Approach – 55 %

Based on point 5, i.e. the estimated total budget for each organic unit and on the figures shown thereof, the following sub-criteria will apply:

1. 15 % Motivation letter:

It should provide information on how the cultural facility will be run and how it will be positioned in the cultural/artistic/patrimonial context at a local, national, and international level. It should also include future trends and factors of change.

2. 30 % Cultural programming:

- A. Brief description of the mission and the strategic objectives of the cultural facility for which the candidate is applying, demonstrating the identity of the said equipment.
- B. Development programme for the cultural facility according to the global organisation of the Directorate General for Cultural Heritage – DGPC and in line with its mission.
- C. Presentation of the cultural programme according to the specificity of the facility for which the candidate is applying, addressing in particular: permanent, temporary and itinerant exhibitions designating, where necessary, the curators; presentation of multidisciplinary and cross-sectional cultural/artistic/patrimonial proposals in liaison with other cultural facilities of the DGPC.
- D. Development of a cultural mediation strategy linked to an educational service strategy, highlighting, and enhancing the heritage value of the cultural facility. This will be done by providing a differentiated offer that will meet the needs of various visitors, leading to a greater involvement

and active participation of new audiences: vulnerable groups, migrant population, and minorities. To increase a continued relationship with the community, including both schools and associations. To present innovative models of cultural mediation, which stimulate new experiences and projects by using new technologies.

E. Drawing up a communication plan that will include cultural programming and cultural facility identity, in liaison with the wider communication plan of the DGPC.

3. 30 % Cultural Heritage Management

A. Presentation of a collections management policy – mobile cultural heritage – taking into account compliance with the museum roles set out in Article 7 of the Portuguese Museums Framework Law (Law No. 47/2004, of 19 August): study and research; incorporation; inventory and documentation; conservation; safety; interpretation and exposure; education, as well as accessibility and inclusion, and digital transformation.

B. Proposal for a management strategy for the built heritage – immovable and integrated cultural heritage – considering the provisions of the Basic Law of Cultural Heritage (Law No. 107/2001 of 8 September). This should include measures to ensure study and research; inventory and documentation; conservation, restoration, and safeguarding; safety; stimulation, interpretation, and dissemination; education as well as accessibility and inclusion, and digital transformation.

4. 25 % Management of Museums, Monuments and Palaces

A. Proposal for management tools to promote the economic, financial, and social sustainability of the cultural facility, identifying the operational resources, the required resources, and the relevant actors.

B. Identification of national and international human resource needs and training programmes for cultural heritage professionals, particularly in areas related to digital, social, and economic transformations.

C. Definition of funding strategies available from public, national, European, and international funds.

D. Indication of measures to increase participation in networks and partnerships, including public and private entities, enabling the development of

knowledge, scientific research as well as safeguarding and disseminating the collections.

- E. To stimulate networking, strengthen and expand partnerships and joint projects, disseminate knowledge and good practices of cooperation and communication between entities, with a view to promoting and enhancing the visibility of cultural equipment and attracting cultural patronage through the development of activities promoting the Cultural Heritage brand and Cultural Tourism.

iii) Professional interview open to public – 20 %

The interview consists of the presentation and discussion of the project/cultural and artistic approach where the following competencies will be evaluated:

- Empathy
- Ability to anticipate consequences
- Adaptability
- Motivation and organisation
- Critical appraisal and leadership
- Ability to communicate

10 – Submission of applications:

10.1 – Applications should be addressed, preferably, to the president of the selection board on the following e-mail: concursosdiretores@dgpc.pt

10.2 – Applications may also be submitted to the President of the selection board by registered postal mail, with acknowledgement of receipt, until the deadline set in paragraph 1 of this notice. They should be addressed to the Directorate-General for Cultural Heritage, located at Palácio Nacional da Ajuda, 1349-021 Lisbon, or delivered personally to the Expedient Service, at the address indicated, within its working hours (9h00 to 12: 30 and 14: 00 to 17: 30).

10.3 – Applications must include the reference identification of this Notice, the full name of the applicant, the number and date of expiry of his/her civil identification card, date of birth, nationality, residence and postal code, telephone contact, and e-mail address, and must be accompanied, subject to exclusion or non-validity for assessment, by the following elements:

- i) Detailed *curriculum vitae*, dated and signed, with reference to current and past professional experience, dates of employment as well as professional training relevant to the position aspired, reference to the courses and vocational training completed, as well as other elements considered relevant for curriculum assessment;
- ii) Legible copy of the certificate of academic qualifications;
- iii) A legible copy of the supporting documents of completed vocational training, indicating the entity that promoted them, the period during which they took place and their duration;
- iv) A legible copy of any other document which the applicant considers relevant to the assessment of his/her career;
- v) Project/Cultural and Artistic Approach including the sub criteria provided for in (ii) of point 9 of this Notice.

10.4 – The selection board is entitled, in case of doubt about the situation described, to request from any candidate authentic or authenticated documents proving their declarations.

10.5 – Candidates may submit the application documents in Portuguese or English, albeit the President of the selection board may request a translation into Portuguese, if justified.

11 – Notification of candidates:

Notification of candidates shall be made preferably to the e-mail address indicated in the application. Candidates will be notified of the outcome of the selection procedure, and there will be no hearing of the interested parties, as set out in Article 21(13) of Law no. 2/2004 of 15 January, as amended by Law no. 64/2011, of 22 December.

12 – Applicable legislation:

Legal Framework for Autonomous Management of Museums, Monuments and Palaces, approved by Decree-Law no. 78/2019 of June 5; Statute of Management Personnel of the Services and Entities of the Central, Regional and Local State Government, approved by Law no. 2/2004 of January 15, amended by Laws no. 51/2005, of August 30, 64-A/2008, of 31 December, 3-B/2010, of 28 April, and 64/2011, of 22 December; Decree-Law no. 115/2012 of 25 May, approving the organizational structure of the Directorate-General for Cultural Heritage, as amended by Decree-Law no. 102/2015 of

5 June, 205/2012 of 31 August and 78/2019 of 5 June; Ordinance no. 223/2012 of 24 July, approving the nuclear structure of the Directorate-General for Cultural Heritage, amended and republished by Ordinance no. 263/2019, of 26 August. In everything not expressly provided for in this Notice, the selection procedure will be governed by the updated provisions of the General Law on Employment in Civil Service (*Lei Geral do Trabalho em Funções Públicas*), approved as an annex to Law no. 35/2014, of 20 June, by the Constitution of the Portuguese Republic and by the Code of Administrative Procedure.

13 – In compliance with Article 9(h) of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities between men and women in access to employment and career progression, providing scrupulously to avoid any form of discrimination.

14 – Any false statements made by the candidates will be punished in accordance with the law.

28 May 2020 - The Director of the Planning, Management and Control Department,
Susana Alexandra de Almeida Martins.