

CALL FOR APPLICATIONS: Legal - Public Procurement

Job reference:	AE2025-0288 (AJ-Geral - AJ)
	INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Position:	Jurist - Public Procurement
Regime and location:	Hybrid - INESC TEC in Porto
Work field:	Legal – Public Procurement

Job summary:

INESC TEC is an R&D institution that aims to create a sustainable future through science, technology and innovation with an impact on society, and is accepting applications for a Legal Professional in the Public Procurement field.

Responsible: Rita Ribeiro Barros/Paula Basto

Start Date: 2025-09-01

Location: INESC TEC, Porto, Portugal

Job description:

Work Area: Legal – Public Procurement

Job description: The selected candidate will join the legal support team and the INESC TEC.OCEAN project, strengthening the public procurement area. They will be responsible for: Analyze procedures for expenditure on goods and services. Initiating the contract formation procedures necessary for contracting goods, services, and works contracts. Preparing information, procedural documents, reports, and communications. Initiating direct award procedures, prior consultation, limited tender by prior qualification, public tender (national and international), and excluded contracting. Public procurement procedures through public procurement platforms, such as AcinGov and Anogov. Assist in responding to public procurement procedures as the contracting entity. Be part of procedure juries. Ensure the external reporting relationships legally required in matters of public procurement. Propose rules and draft standards to harmonize the implementation of procedures for procuring goods and services as defined by legislation. Perform any other duties assigned to them.

Objectives: The selected candidate will reinforce the legal support team of a large, dynamic research institution by applying the national, European, and international legal frameworks relating to public procurement contracting entities. This ensures compliance with the institution's legal obligations and defends its interests, contributing to INESC TEC's purpose. The selected candidate will also provide legal support in public procurement for the INESC TEC OCEAN project, which aims to establish a center of excellence in ocean research and engineering.

Benefits and advantages:

- Being part of an institution of excellence in the National Science and Technology System
- Being part of a collaborative, diverse, international, socially responsible, multicultural and inclusive environment with experts in systems administration and artificial intelligence, with clear conditions for individual growth.
- Being able to have a good work-life balance through flexible working hours, hybrid working arrangements (teleworking and face-to-face), time off, birthdays, health insurance with the possibility of extending it to family members, free parking, discounts on hotels, gyms, transport, among others.
- Remuneration adjusted to experience and function

Requisites and Qualifications:

Academic Qualifications: Law degree

Minimum Requirements:

- Knowledge and mastery of the Portuguese legal system;
- Fluency in spoken and written Portuguese and English;
- Proven experience with public procurement, including the use of public procurement electronic platforms.

Preference factors: Immediate or very short-term availability

Type of contract: Indefinite Term

The contract will be governed by the provisions of current legislation on individual indefinite-term employment contracts, as well as by INESC TEC's internal rules.

Application process: Filling in the fields in the “Submit Application” section on INESC TEC's website.

The candidates who fulfill the minimum requirements will be admitted to the assessment and selection phase

Evaluation and selection methodology:

Consisting of two phases, the first involves a Curriculum Assessment (CA) and the second an Individual Interview (IE).

All parameters are assessed on a scale of 0 to 100, according to the following CA parameters and respective weights:

- a) Curriculum relevant to the area of work of the call (60%);
- b) Proven previous experience in public procurement (40%).

El. The Final classification (FC) is obtained from the AC (90%) and the EI (10%).

Selection Jury

President of the Jury: Maria da Graça Barbosa

Member: Ana Margarida Pereira

Member: Paula Basto

Substitute member: Pedro Oliveira

Substitute member: Vasco Rosa Dias

Notification of results:

The results of the selection process will be sent to the interested by electronic mail.

Application period:

From 2025-07-15 to 2025-07-28

Application submission:

Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)

Disability**Incentive:**

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 of - currently in effect.

