

## INNOVATION EVENT'S ORGANIZER (M/F)

**Internal reference: InnovationEventsOrganizer/RESOLVE2.0/IBMC/181287/2023**

IBMC opens an international call for recruiting an innovation event's organizer, under a work contract with non-fixed term under the Portuguese labor Law in the scope of the project "RESOLVE 2.0 Innovation Acceleration Program" funded by the by FEDER – Programa Operacional Competitividade e Internacionalização under the Grant Agreement POCI-01-0246-FEDER-181287.

Summary of the project:

The RESOLVE2.0 Acceleration Program aims to obtain technology transfer results by generating a set of Acceleration Actions from transfer to capitalization of value by the business fabric. Specifically, the project proposed here aims to create, implement and make available the following actions to accelerate knowledge transfer: 1) National Licensing Network; 2) MATCH: Matching for Acquisition of Technology Channel; 3) Strat-up Generation human competences; 4) Start-up immersion week; 5) Operation of 3 Living Labs in relevant fields if health innovation, with support for Proofs of Concept, with high engagement of end-users. The project results will be widely disseminated and presented at an international fair of start-ups and pre-commercial biomedical technology and at a conference of Innovation Accelerators.

### 1. Role and activities to be undertaken

Responsibilities: Organization of health-related innovation events, in the context of RESOLVE 2.0 actions, namely the Conference of Accelerators and International Exhibition of Technologies in the Biomedical Area, "Start-up Retreats", "Generation start-up", and others.

#### Job assignments:

- Establish the events calendar for the RESOLVE 2.0 program.
- Programs construction (contents, posters session, communications, etc.);
- Creation of dissemination mailings;
- Calls to stakeholders - possible formats;
- Dissemination of the events;
- Texts for documentation (media, invitation letters, institutional dissemination texts, declarations of participation and others, diplomas, etc.);
- Organization and operation of the secretariat;

- Documentation and gifts to be distributed;
- “Stands” and organization of these;
- Contacts with promoters;
- Organization of social programs;
- Travel - trips, accommodation, etc.;
- Monitoring of the event while it takes place, including decoration of the rooms, moderation dynamics, support to the lecturers, communications media, etc.;

## 2. Applicable legislation

- Labour Code, Law no. 7/2009 of 12 February, on its current draft

## 3. Tender selection panel

- President: Hugo Prazeres
- Vowel: Bárbara Macedo
- Vowel: Ângela Carvalho
- Substitute: Flávia Santos
- Substitute: Diana Oliveira

## 4. Workplace

IBMC/i3S – Rua de Alfredo Allen, 208,

## 5. Salary

Monthly remuneration to be paid will be set according to the level of experience demonstrated.

## 6. Specific requirements for the position are:

Mandatory:

- Degree in Life Sciences, Marketing, Communication or related areas.
- Professional experience in events organization in the areas of life sciences.

We are looking for highly motivated applicants who, in addition to the required qualifications, have preferentiality the following competences and skills:

- Have an entrepreneurial mindset, are diplomatic and work in a result- and goals-oriented manner;
- Have knowledge of key stakeholder events within the health industry.
- Have effective communication and negotiation skills and properly represent the RESOLVE project.
- Be a team-player, highly organized and detail-oriented.
- Good level of English language, written and spoken.

## 7. Assessment criteria

- Professional experience in the organization of events in the area of life sciences (30%).
- Experience in prospecting for new partners, conducting and developing professional networks and partnerships (30%).
- Professional experience in communication and dissemination actions at regional, national and European level (20%)
- Good level of English language, written and spoken (10%)

Top 2 applicants will be invited for an interview (10%) consisting of a 20 min, session of Q&A.

### 8. Assessment of applications

The final classification of the applicants is given based on a scale 0-100.

Minutes of panel meetings shall be executed and shall include a summary of all occurrences of said meeting, and shall be provided to candidates whenever required.

After application of the selection criteria, the panel shall prepare a sorted list of approved candidates with classification.

### 9. Application details (documents, process and deadline)

Applications must be written in English and include all supporting documents encompassed by section 6 and 7 for tender admission, namely:

- BSc certificate or diploma copy.
- Curriculum vitae (maximum 3 pages), structured considering the evaluation criteria including names and contact details of at least 2 references.
- Letter of motivation (maximum 1 page).
- Other documentation relevant for the professional evaluation of the candidate.

Candidates must submit their application filing the required information and supporting documentation, in a digital form (PDF format), through the link:

<https://DOZER.i3s.up.pt/applicationmanagement/#/addapplications/InnovationEventsOrganizerRESOLVE2.0IBMC1812872023>

Applications will be accepted from 9th to 20th of January 2023.

Note: All candidates who submit their applications in an improper way or fail to prove the requirements imposed by this tender are excluded from admission. In

case of doubt, the panel is entitled to request any candidate to present further documentation supporting their statements.

False statements provided by the candidates shall be punished by law.

### **10. Publication of ranked and shortlisted applicants**

Both admitted and excluded candidate list and final classification list shall be published in the website of the Institute and the candidates are notified by email. After publication, all candidates have 10 working days to respond. Panel's final decisions are pronounced within a period of 90 days, from the application deadline, published at IBMC website.

### **11. Expected starting date and terms for this tender**

The expected starting date is 01/02/2023. The maximum duration of the contract will be determined by the project end date of 30/06/2023.

This tender is exclusively destined to fill this specify vacancy and can be terminated at any time until approval of final candidate list, expiring with the respective occupation of said vacancy.

### **12. Non-discrimination and equal access policy**

IBMC.i3S 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, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

Pursuant to Decree-Law no. 29/2001 of 3 February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences.

Candidates must declare, on their honor, their respective disability degree, type of disability and communication/expression mean to be used during selection period on their application form, under the regulations above.

In the scope of the Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, IBMC.i3S follows the principles of Open, Transparent and Merit-Based Recruitment of Researchers (OTM-R), aiming to conduct fair and

transparent recruitment processes, bringing equal opportunities for all candidates.