

PROJECT MANAGER VACANCY

Internal Reference: PROJECTMANAGER/ERACHAIRNCBIO/IBMC/3011/2021

The IBMC/i3S opens an international call for the recruitment of a Project Manager within the scope of the project NCBIO: UNLOCKING EXCELLENCE IN RESEARCH AND INNOVATION IN NEUROBIOLOGY AND NEUROLOGICAL DISORDERS AT IBMC/i3S, funded by the European Commission under the topic WIDESPREAD-06-2020 - ERA Chairs.

1. Project summary and/or tasks to be developed:

To support the activities of the recently established ERANET Chair in Neurobiology, we are looking to appoint a project manager. The successful applicant will be central to the organization and management of the ERANET group, in close collaboration with the group leader, Dr. Matthew Holt. Tasks will involve the management of ongoing projects (including relevant reporting), the identification of relevant funding schemes, grant preparation and submission. The successful candidate will also be responsible for establishing and maintaining relationships with relevant (international) partners, including clinicians, industry and patient groups.

The position is ideal for a post-doctoral scientist interested in moving into science policy and management.

2. Applicable legislation:

- Decree no. 57/2016, amended by Law 57/2017, pertaining to the hiring of candidates with doctoral degrees in the areas of science and technology.
- Labor Law No. 7/2009.
- Regulatory Decree 11-A/2017.

3. The selection jury has the following composition:

Chairman: Matthew Holt
Mónica Sousa
João Relvas

4. Workplace: IBMC/i3S, Rua Alfredo Allen, 208, Porto, Portugal.

5. Salary: The position is equivalent to that of Associate Professor and carries a monthly wage of 3.611,83 Euros, in line with national guidelines.

6. General requirements for the position are:

- Ph.D. degree obtained in the previous 5-10 years, with relevant post-doctoral experience. A background in neuroscience is highly desirable.
- Strong track record of securing and managing grant funding.
- Excellent communication skills, fluent in both spoken and written English.
- Strong team player with excellent organizational skills.
- Experience with fostering industrial collaborations.
- Interest in science policy and public outreach.

- Commitment to professional development of his/her own career.
- Able to create an innovative and creative research environment.

If the doctorate degree was awarded by a foreign higher education institution, it must comply with the provisions of Decree-Law No. 66/2018, of August 16th, and any formalities established therein must be fulfilled.

7. The selection will be made through the evaluation of the following criteria:

- Relevant scientific background (20%).
- Track-record in securing funding and project management (20%).
- Track-record in conference and event organization (15%).
- Experience in running collaborative projects/consortia with industry (15%).
- Experience in dissemination of results to the research community and wider society (10%).
- Letter of motivation (10%).

8. Candidates achieving a score of 80% or more on initial review will be short-listed for interview (10%) and/or a seminar.

9. The final classification system for candidates is expressed on a scale from 0 to 100. Each member of the jury will rank candidates based on the selection criteria and a consensus list will be drawn up of candidate rankings.

Minutes of the proceedings, including the individual rankings of jury members, will be recorded and made available to candidates when requested.

10. The final decision of the jury will be ratified by the managing director of the institute, prior to final appointment.

11. Application:

Applicants should send (written in English):

- Motivation letter.
- CV (including full details of all project management experience incl. funding acquired and outreach activities).
- Names and contact details for three professional referees.
- Phd certificate

All documents should be provided in PDF format using the following web link:

<https://dozer.i3s.up.pt/applicationmanagement/#/addapplications/PROJECTMANAGERERACHAIRNCBIOIBMC30112021>

Applications will be accepted from 1st December 2021 to 31st January 2022.

Candidates who fail to submit all the required documents will be excluded from the process. In case of doubt, the jury reserves the right to request supporting documents, relevant to the application, from the candidate in question.

12. The list of candidates and their final rankings will be published on the institute website (www.ibmc.up.pt) under 'Open Positions'. Candidates will also be notified of the outcome by email.

13. After publication of the results, candidates have 10 working days to respond. The final rankings will be published 90 days after expiry of the application deadline on the institute website (www.ibmc.up.pt) under 'Open Positions'.

The expected start date of the contract is March 2022.

14. This call is specific to the advertised vacancy and can be terminated at any time before approval of the final candidate list.

15. Non-discrimination and equal access policy: Candidates will be assessed using an open, transparent and merit-based recruitment process, based on the guidelines laid down in the European Charter for Researchers. The recruitment process will adhere to current data protection legislation.

The IBMC/i3S actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty resulting from ancestry, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic or race origin, territory of origin, language, religion, political or ideological beliefs and union membership.

16. In the event that two candidates of equal scientific merit apply, applicants with proven disability will be given preference (D.L. nº 29/2001). To be considered, disabilities (including type and respective degree of impairment) should be declared upon initial application.