ANNOUNCEMENT OF A CALL FOR THE SELECTION OF A LABORATORY MANAGER

Reference: IBMC_TS_ImmunoHub_2307_2026

IBMC – Institute for Molecular and Cell Biology, is opening a call to one Laboratory Manager position, in an unfixed term work contract, to carry out research functions within the project "ImmunoHub: An Immunological Hub of Excellence in Porto tailored to fulfil the ERA Priorities", reference 951921 financed by European Commission under the topic WIDESPREAD-2020-06 - ERA Chairs at the IBMC Institute, under the following conditions:

1. Scientific Area: Health Sciences.

2. Project Summary and Workplan: The overall project is focused on dissecting the role of the Aryl Hydrocarbon Receptor (AHR) as a dynamic and key sensor of the microenvironment and homeostasis (focus on host-microbe interactions and cancer), capable of fine-tuning different cellular responses in a timely and controlled manner, tailored to the nature and extent of the insult, and the cellular and tissue context.
The tasks to be executed by the Laboratory manager are as follows:

a) Laboratory Operations and Maintenance
   - Ensure the smooth day-to-day operation of the laboratory;
   - Maintain laboratory infrastructure, equipment, and common areas in compliance with safety and operational standards;
   - Oversee and perform routine maintenance, calibration, and servicing of laboratory instruments;
   - Responsible for managing and maintaining stocks of reagents, consumables, and supplies, ensuring adequate inventory levels;

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- Develop, update, and enforce Standard Operating Procedures (SOPs) and safety protocols;
- Ensure proper waste disposal and adherence to all relevant environmental, health, and safety regulations.

b) Procurement and Budget Management
- Responsible for ordering reagents, consumables, and laboratory equipment in coordination with institutional procurement systems;
- Monitor budgets for laboratory supplies, maintenance, and service contracts, and liaise with the group leader to ensure effective allocation and utilization;
- Be the first in line to negotiate with suppliers and maintain relationships with vendors and service providers.

c) Training, Supervision, and Support
- Train and supervise new personnel, including students, technicians, and visiting researchers, in laboratory techniques and safety procedures;
- Provide ongoing technical support and mentorship to lab members;
- Coordinate access to shared equipment and resources among research groups;
- Maintain an up-to-date record of training, certifications, and access permissions for lab users.

d) Research and Technical Support
- Assist with experimental design and execution, troubleshooting, and optimization of protocols;
- Manage and organize sample collections, cell lines, plasmid libraries, or other shared research materials;
- Maintain accurate and organized records of lab data, inventories, and protocols;
- Support the implementation of new methodologies or technologies within the lab.

e) Compliance and Documentation
- Ensure compliance with institutional, national, and international research regulations (e.g., biosafety, ethics, data protection);
- Coordinate equipment safety checks and certification schedules;

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f) Communication and Coordination
   - Act as a liaison between the lab and institutional administrative offices and units (procurement, safety, scientific platforms);

3. Admission Requirements:
Mandatory:

1. MSc degree in Biology or related areas, and a scientific and professional curriculum whose profile is suited for the activity to be performed, can submit their applications;
2. Ability to communicate proficiently in English (spoken and written);
3. Good teamwork and interpersonal skills.

If the degree has been awarded by a foreign higher education institution, it must comply with the provisions of the Decree-Law no. 66/2018, of august 16th, and must be recognized by a Portuguese higher education institution, which approves the regime legal recognition of academic degrees and diplomas in Higher Education, arising from foreign higher education institutions, and paragraph e) of paragraph 2 of article 4 of Decree-Law No. 60/2018, of August 3, all of which the formalities must be fulfilled there until the time of signing the contract.

Preferential: Preference will be given to candidates with:

- Experience as a Laboratory Manager or Technical Assistant;
- Experience in developing and maintaining laboratory Standards Operating Procedures (SOPs) and stocks, ordering reagents and equipment, performing routine maintenance of laboratory equipment, and negotiating with vendors and service providers;
- Experience in 2D and 3D cultures, as well as mouse and zebrafish models, including up-to-date working licenses (e.g., FELASA-accredited course in laboratory animal science);
- Experience in host-pathogen interactions (e.g., *in vitro* infection experiments);

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- Experience in relevant techniques for the laboratory, including but not restricted to lentiviral production, genome editing (e.g., CRISPR-Cas), Western Blot, Quantitative Real-time PCR, FACS;
- Knowledge and experience in the implementation of laboratory safety guidelines, budget allocations, ordering, and liaising with providers and collaborators.

4. Workplace: Instituto de Biologia Molecular e Celular IBMC /Instituto de Investigação e Inovação em Saúde – i3S, under the group Immune Sensing and Signaling Dynamics and scientific supervision of Pedro Moura Alves.

5. Start and Duration of the contract: An uncertain term work contract will be signed, under the regime of exclusivity, according to legal terms (articles nº. 140º, nº 1 and nº.2, h); and article nº. 148º, nº. 4 – Labour Code).
The estimated start date of the contract is 01/09/2026 and is subject to budget availability. The expected duration of the contract will be 4 months, eventually extendable, and cannot in any case extend beyond the project's end date.

6. Professional category and monthly remuneration: The gross monthly salary corresponds to 1621,96€ (level 15A) according to the Consolidated Table of Allowances of IBMC, subject to taxes and other mandatory deductions. Food, holidays and Christmas apart.

7. Legislation and other applicable regulations: Labour Code, approved by Law nº. 7/2009 of February 12, and its subsequent amendments.

8. Jury Composition:

President: Pedro Moura Alves

Members: Pedro Curto; Tânia Lima

Substitutes: Rafael Custódio; Rui Ferreira

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9. Evaluation Criteria: The evaluation of the CV of the candidates will focus on the adequacy of previous work experience within the scope of the call (point 3). The Selection will be based on:

a) Curricular evaluation (80%):
b) Motivation Letter in English indicating interest and motivation for the area in which the application fits (20%);
c) The evaluation panel may invite the top-ranked candidates (up to 3) to an interview. In this case, the final classification system for candidates is expressed on a scale from 0 to 100. Only candidates with a score of more than 80% on the curricular and motivation letter evaluation may proceed to the interview stage. For the chosen and interviewed candidates, the final score will be calculated as follows: the curricular evaluation and motivation letter will account for 80% and the interview for 20%.

The final ranking system for candidates is expressed on a scale from 0 to 100.
The jury deliberates by means of a reasoned vote in accordance with the evaluation criteria, and abstentions are not permitted.
Minutes of the jury meetings will be drawn up, containing a summary of the proceedings, the votes cast by each member, and their respective justifications, and these will be made available to candidates upon request.
Once the selection criteria have been applied, the jury will prepare a list of excluded and admitted candidates, ranked according to their classification after the curricular evaluation.

10. Publication/Notification of results: The final results of the evaluation will be publicized through an ordered list by final mark obtained, published on the IBMC website, and notified by e-mail. After notification, as provided in the Administrative Procedure Code, by the preliminary hearing, candidates have 10 working days to comment and, within that period, a complaint may be submitted by email to: rh@ibmc.up.pt.

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This call is intended exclusively to fill the indicated position on offer and may be cancelled before the final ranking list of candidates is ratified by the Director. Accordingly, the position will no longer be available.

11. Application deadline and form of presentation of applications: The competition is open from 24th July to 6th August 2026. Applications must be submitted electronically at: https://dozer.i3s.up.pt/applicationmanagement/#/addapplications/c0755ddc8137c71ec46635ccc8ba6ced

The required documents for the application are:

- Certificate of Qualifications;
- Detailed Curriculum Vitae;
- Motivation letter in English, outlining past research activities and their relevance to the position;
- Other documents, considered as relevant by the candidate.

Candidates who incorrectly formalize their application or who fail to meet the requirements of this competition will be excluded from admission to the competition.
The selection board has the right to ask any candidate, in case of doubt, to produce documentary evidence of their statements. False statements made by candidates will be sanctioned in accordance with the law.

12. Non-discrimination and equal access policy: IBMC actively promotes a policy of non-discrimination and equal access. No applicant shall be privileged, benefited, prejudiced, or deprived of any right or exempted from any duty on the basis of ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs, or trade union membership. Within the framework of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, IBMC adopts the Open, Transparent and Merit-based (OTM-R) principles for the

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recruitment of researchers, with the aim of conducting fair and transparent recruitment processes, bringing equal opportunities to all candidates.

Under the terms of Decree-Law 29/2001, of February 3, the candidate with a disability is given preference in equal ranking, which takes precedence over any other legal preference. Candidates must declare under oath their degree of disability, the type of disability and the means of communication/expression to be used in the selection process, under the terms of the aforementioned decree.

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