

PROJECT MANAGER VACANCY

The IBMC/i3S opens a tender procedure for the selection of **1 Project Manager** within the project ImmunoHub: An Immunological Hub of Excellence in Porto tailored to fulfil the ERA Priorities AT IBMC/i3S, funded by the European Commission under the topic WIDESPREAD-2020-06 - ERA Chairs.

1. INTERNAL REFERENCE: PROJECT_MANAGER/ERACHAIRIMMUNOHUB/IBMC/0605/2022

2. PROJECT SUMMARY AND TASKS TO BE DEVELOPED:

The central goal of the [ImmunoHUB](#) is to develop an international platform of excellence and innovation in the field of Immunology in Porto, Portugal. The project is designed to have an impact on 4 hierarchically structured domains: (1) firstly and foremost, excel Research, Innovation and Development in the area of Immunology, projecting Immunology at IBMC-i3S towards the forefront of basic and translational biomedical research; (2) to provide knowledge of fundamental and economical value; (3) to promote the finest academic practices to train the next generation of Immunologists; and, (4) to widen public awareness for the importance of Immunology.

To support the activities of the recently established ImmunoHUB ERA Chair in Immunology, we are looking to appoint a **Project Manager**. The successful applicant will be **central to the organization and management of the ImmunoHUB**, in close collaboration with the group leader, Dr. Pedro Moura-Alves, and will have a **leading role in supporting and advising** on a broad array of issues related to **reporting, communications, funding opportunities, scientific development** and **outputs**. The position is **ideal for a post-doctoral scientist** interested in **moving into science policy and management**.

Tasks will include:

- the **management of ongoing projects** (including reporting).
- the **identification of relevant funding schemes**.
- to provide advice and assistance with **grant and manuscript writing, proofreading, preparation and submission**.
- to **establish and maintain relationships** with relevant (national and international) partners, including taking a **lead role in coordination**, liaising with people and facilities within the Institute, and with external collaborators and Institutions.
- to **organize Scientific and Science Outreach events** (e.g., conferences, seminars, workshops).
- to **participate** in and **support public engagement** and **widening access** activities.
- to **liaise** with the **i3S communication unit** to **manage** and **coordinate** the group and



the project **science communication** and **outreach** (e.g., social media, website).

More information about the position can be found [here](#). For more details, please contact Dr. Pedro Moura Alves (pmouraalves(a)i3s.up.pt).

3. WORKPLACE: IBMC/i3S, Rua Alfredo Allen, 208, Porto, Portugal.

4. 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.

Labour Law No. 7/2009.

Regulatory Decree 11-A/2017.

5. CONTRACTUAL TERMS: The position is equivalent to that of a Junior Researcher and carries a monthly wage of 2153,94 Euros, in line with national guidelines.

6. SPECIFIC CRITERIA FOR ADMISSION AND GENERAL REQUIREMENTS:

Mandatory Admission Criteria

- PhD degree in Biology/Biomedicine/Biochemistry or related discipline (Degree must be obtained before starting the position).
- Fluent (writing and speaking) in English.
- Highly computer literate and proficient using MS Office.

General Selection Criteria (80%)

- Experience in successfully managing small to medium projects, including reporting and grant management (17.5%).
- Demonstrable ability to contribute to writing and editing scientific manuscripts and major grant applications, with an in-depth understanding of scientific publication and grant application processes (15%).
- Scientific research experience, preferably in the areas of Host-microbe interactions, Immunology or Cancer (10%).
- Demonstrable track record in securing funding (10%).
- Ability to prioritize tasks and keep track of multiple ongoing projects (meet deadlines and milestones) (5%).
- Consolidated postdoctoral Research experience, preferably in the areas of Host-Pathogen Interaction, Immunology and/or Cancer (5%).



- Excellent interpersonal and communication skills with the ability to interact equally effectively with senior academic staff, researchers, support staff, stakeholders and the general public (5%).
- Proactive and organized, with excellent attention to detail and problem-solving skills (2.5%).
- The ability to work independently and as part of a team (2.5%).
- Publication(s) in peer-reviewed scientific journals and participation/communication in scientific meetings (2.5%).
- Ability to tailor writing and communications to different audiences or contexts (2.5%).
- Experience in the organization of Scientific and/or public outreach events (e.g., seminars, conferences, science outreach) (2.5%).

Note: 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. APPLICATION DOCUMENTS AND DEADLINE:

Applicants should send (written in English):

- PhD certificate.
- Curriculum vitae.
- Motivation letter (3 A4 pages maximum), including detailed information on how the candidate meets the mentioned criteria.
- Contact details of minimum 2 referees (referees will be contacted, if needed, only after the interview process).
- Other documentation relevant that the candidate might find relevant for the evaluation of qualifications in a related scientific area.

Candidates shall submit their application filing the required information and supporting documentation, in a digital form, in PDF format, from the **9th of May to the 12th of June 2022** (inclusively), using the following web link:
https://dozer.i3s.up.pt/applicationmanagement/#/addapplications/PROJECT_MANAGERERACHAIRIMMUNOHUBIBMC06052022

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.

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



8. SELECTION JURY:

Pedro Moura Alves (Chairman)

Nuno Alves

Margarida Saraiva

9. EVALUATION CRITERIA FOR INTERVIEW SELECTION:

- Fulfil all the mandatory admission criteria.
- **Scientific background and experience** in the areas listed above on the **general selection criteria** (80%).
- **Motivation letter** (10%)- Interest and motivation for the area where the hiring profile fits in and availability to start the contract.

10. SELECTION CRITERIA:

After analysis of the curriculum vitae and motivation letter, candidates are ranked, considering the admission requirements. Candidates achieving a score of 70% or more on the initial review will be short-listed for interview.

The final classification system for candidates is expressed on a scale from 0 to 100, where the evaluation criteria for interview selection account for 90% and the interview accounts for 10%. 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.

If two candidates of equal scientific merit apply, applicants with a 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.

11. 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.

12. FINAL DECISION:

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

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.

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

13. EXPECTED START DATE: The expected start date of the contract is 15th July 2022.