

Human Resources Technician (M/F)

Internal code: RH/IBMC/1309/2023

We are looking for a Human Resources Technician for IBMC, with a planned start date in November 2023, to replace the position during maternity leave.

Desired Profile:

- Degree in Human Resources and/or related areas;
- Consolidated experience in Human Resources Management;
- Knowledge of labour legislation;
- Proven experience in Primavera software;
- Easy interpersonal communication, dynamic profile and a high sense of responsibility and work organisation;
- Excellent knowledge of MS Office;
- Experience in R&D units;
- Good knowledge of English.

Functions:

- Management of recruitment and selection processes;
- Reception and contract management;
- Payroll;
- Compliance with legal obligations;
- People management.

Contractual conditions: Unfixed-term employment contract. Salary to be determined according to the candidate's qualifications and experience.

The candidate must have immediate availability.

Selection panel: Mónica Sousa, Paula Tamagnini and Tânia Pinto

Selection:

The selection process will include an interview with the top three candidates:

Curriculum evaluation - 40%

Interview - 60%

Application deadline and form of submission:

Candidates formalise their application by filling in the required fields and submitting the following documents: Motivation letter, Curriculum Vitae and Qualifications and Training Certificates, which must be in digital format, in pdf format, from 15 September to 9 October 2023, at the following link:

<https://DOZER.i3s.up.pt/applicationmanagement/#/addapplications/RHIBMC13092023>

Results:

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.

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