

OPENING OF INTERNATIONAL COMPETITION PROCEDURE FOR THE CONTRACTING OF A PROJECT MANAGER, WITHIN THE SCOPE OF PROJECT LISBOA-01-0145-FEDER-022231, PORTUGUESE INFRASTRUCTURE OF BIOLOGICAL DATA - BioData.pt

An international tender is open for the award of a fixed-term contract to the position of Project Manager, with Bachelor (Licenciatura) degree, in the scope of Biodata.pt (Project Lisboa-01-0145-FEDER-022231), Portuguese Infrastructure of Biological Data), co-funded through FEDER, POCL, PORL, POA and national funds through FCT/MECTES (PIDDAC), in the following conditions:

Scientific area: Biological Sciences or similar.

Eligibility/Requirements: Candidates must hold a Bachelor (Licenciatura) degree in Biological Sciences or similar and be proficient in English written and spoken. Domain of office web tools, social networks, and website administration is mandatory.

Job description

The Project Manager will:

- Report to the Executive Director;
 - Assist all administrative management;
- Provide technical and financial support to BioData.pt projects, namely tracking deadlines, monitoring tasks development, and elaborating regular and timely plans and reports;
- Provide support to the coordination of the Portuguese Node of ELIXIR;
 - Support the monitoring of key performance and impact indicators;
 - Manage communication within BioData.pt Consortium partners, maintaining the website and social networks;
 - Coordinate the organization of BioData.pt events;
 - Actively seek funding opportunities;
 - Supervise the commercial process of BioData.pt services.

Place of Work: Gulbenkian Institute of Science, Rua da Quinta Grande, nº 6, Oeiras, Portugal. National or international travel may be necessary.

Applicable legislation and regulations: Labor Code, approved Law no. 93/2019, of October 1, in its current version.

Duration of the contract: The contract will last until the end of the project in the 17th of June 2021. It is foreseen to start in the 1st of April 2020.

Application deadline and application form: Application deadline and application from: Applications must be submitted from 2nd March 2020 to 13th March 2020. Applications

must include a Letter of Motivation, Curriculum Vitae, Proof of Degree and contacts of 3 references. These should be sent by e-mail, in a single document in PDF format, with the subject "Biodata_projectmanager @ IGC" to info@biodata.pt.

Type of contract and salary: Fixed-Term employment contract. The salary will be according to the 16th salary level of the Tabela Remuneratória Única (TRU), approved by ordinance nº1553-C / 2008 of December 31, corresponding to 1252,97 Euros per month.

Selection methods: Applications will be evaluated according to the Curriculum (30%), motivation letter (20%) and references (10%). The best candidates will be selected for face-to-face interview or Skype (40%). We look for evidence of a deep sense of organization, great rigor and professionalism, flexibility and willingness to have a strong experience in science management. The final results will be expressed in a scale of 0-100. The deliberation is made by means of nominal vote, according to the eligibility and selection criteria, and abstentions are not allowed.

Composition of the Jury: President: Dr. Ana Portugal Melo; Members: Dr. José Pereira Leal and Dr. Mário Silva. Alternate members: Dr. Daniel Faria and Dr. Ricardo Leite.

Notification of results: Minutes will be drawn up with a summary of the Jury meetings, their votes and justifications thereof, as well as a serial list of the successful candidates and their classifications. The results will be sent by email to all applicants and to FCT by regular mail. The Minutes will be sent to FCT as well as to any candidate who so requests.

Hearing of the candidates and date of final decision: After notification of the results, all the candidates will have 10 working days to comment. On the 11th day the jury will make the final decision.

Non-discrimination and equal access policy: The IGC 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 exemption from any duty of reason, including descent, age, sex, sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, illness nationality, ethnicity, language, religion, political or ideological convictions, and trade union membership.

According to D.L. No. 29/2001 of February 3, the disabled candidate has a preference in equal classification, which prevails over any other legal preference. Candidates must declare their degree of incapacity, the type of disability and the means of communication to be used in the selection process, under the terms of the above-mentioned diploma.