

iMM is recruiting a Purchases and Procurement Technician under a Term Employment Contract - Reference IMM/CT/33-2022

The iMM – Instituto de Medicina Molecular João Lobo Antunes is a leading Portuguese private non-profit research institute that offers a vibrant scientific environment, aiming to nurture innovative ideas in basic, clinical and translational Biomedical Research. Created in 2002, iMM has established itself as a leading national and internationally competitive biomedical institute. Its strategy has been defined by promotion of excellence, leveraged by high-quality human resources, increasing expenditure in infrastructures and knowledge transfer to the society.

What iMM seeks: At this moment iMM is looking for a Purchases and Procurement Technician to join the Purchases and Procurement Department, part of Finance and Operations Office, coordinated by Fausto Lopo de Carvalho within funding reference *UIDB/50005/2020* supported by FCT / MCTES through national funds (PIDDAC), to execute the following activities under the supervision of Alexandre Jesus:

- Analysis of previous records and acquisition trends;
- Search for new products and suppliers;
- Supplier negotiation;
- Purchase order registration with researchers and accounting software;
- Stock check and entry for products, services and equipment;
- Management of acquisition non-conformities;
- Import and export process management;
- Information exchange/problem resolution with other departments, specifically accounting and project management.

Profile of Candidate

- Exact science University degree (BSc degree);
- Intermediary to advanced English knowledge, spoken and written;
- Microsoft Office knowledge, mainly excel;
- Valued knowledge of laboratory material and functioning of a research institution;
- Valued knowledge in Microsoft Dynamics NAV;
- Dynamism, team spirit, high sense of responsibility, organization and method;
- Work capacity and focus despite interruptions.

IMPORTANT NOTE: *In the event University /BSc degree was awarded by a foreigner higher institution, the degree must comply with the provisions of Decree-Law nr 66/2018, 18th August, and all formalities established there must be fulfilled by applications deadline.*

What iMM offers: iMM will offer outstanding working conditions in this area in Portugal, including a full-time contract, starting predictably in April or May 2022, and the possibility to work in support to research.

Working Conditions: Term employment contract; - Gross monthly salary of 1.100€, in accordance with the project budget and iMM Career By-Law. The indicated amount will be subject to the mandatory taxes accordingly to Portuguese Labor Law.

How to apply: Please submit your Motivation Letter, Detailed CV and University/BSc degree certificate in PDF format through IMM website by clicking in the “Apply” button below the position job ad, **from 21st of March until 1st of April 2022.**

Non-discrimination and equal access policy: IMM undertakes to ensure compliance with the principles of non-discrimination and equality and to that extent, provides that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due in particular ancestry, age, gender, sexual orientation, marital status, family status, economic status, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic disease, nationality, ethnic origin or race, place of origin, language, religion, political or ideological convictions and trade union membership.

Pursuant to Decree-Law nr 29/2001 of 3rd February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

Evaluation Criteria: Applications will be evaluated by Alexandre Jesus (President of the Jury), Ana Rita Vicente, Sandra Lopes and Vânia Paula, in accordance with the following method:

- 1st Phase: Curriculum Evaluation: 30% and Motivation Letter: 15%;
- 2nd Phase: Interview: 55%.

In the event of a tie, the decision will be responsibility of the chairman of the jury.

Results: Both admitted and excluded candidates list and final classification list shall be posted at IMM website at <https://imm.medicina.ulisboa.pt/jobs/#results> and all admitted candidates will be notified by email.

Preliminary Hearing and Final Decision Deadline: After notification, all candidates have 10 working days to respond. Panel’s final decisions are pronounced within a period of 90 days, from application deadline.

Lisbon, 18th of March 2022