

IMM Lisboa is recruiting for its Management

CALL FOR A MANAGING DIRECTOR

IMM/CT/3-2017

Who we are

The Instituto de Medicina Molecular (iMM) is a leading Portuguese private not for profit research institute that offers a vibrant scientific environment, aiming to nurture innovative ideas in basic, clinical and translational Biomedical Research. Details about our vision, mission and organization structure can be found here: <https://imm.medicina.ulisboa.pt/en/>

Work Plan

Strategic goals

- Coordinate Financial and Administrative areas in line with the mission, vision and strategic goals of iMM. Administrative areas include Legal, Project Management, Accounting and Purchasing.
- Support the Board of Directors
- Support technical and administrative operational directors and supervisors
- Coordinate the Quality Management System

Operational goals

- Coordinate preparation of annual goals and plans, internal satisfaction survey and budgets for all operational services
- Ensure execution of the annual management budget
- Create and implement a management services dashboard with KPI's and improve the reporting system
- Select and implement an updated management software to further comply with public purchasing, accounting and reporting requirements

Candidate's Profile

- Education in Management and Finance with minimum 5 years of proven experience in the required areas.
- Experience in overall management, conflict resolution and reporting
- Good knowledge of quality processes
- Experience in implementation and monitoring of a management strategy within organizations
- Good knowledge of Portuguese fiscal and labor laws, as well public accounting and reporting regulations
- Excellent proficiency of the English language. Other languages desirable.
- Good communicator, dynamic, innovative and creative leader

Start Date: May 2017

Monthly Salary and Legislation: To be determined in accordance to iMM's Career By-Law and Assessment Regulation. The annual salary package includes all charges with gross salary and other allowances under the contract, work accident insurance and all taxes due according to Portuguese Labour Law.

Application and Selection process: The call for applications is NOW OPEN: deadline **6th of March, 2017**

Required documents: - Motivation letter explaining why do you consider to be a good fit for iMM and able to achieve the goals listed above; include also what your salary expectation is.
- Detailed Curriculum Vitae with education, professional experience and references.

Selection process: Applications should be sent to imm-hr@medicina.ulisboa.pt, indicating the reference IMM/CT/3-2017 - Managing Director, as subject. All applications will be evaluated by a jury composed by Professors Carmo Fonseca, Maria Mota and Bruno Silva Santos, in accordance with the following evaluation: Curriculum Vitae (80%) and Motivation letter (20%). After evaluation of all applications, the 2-3 top candidates will be selected for an interview. We will only contact those candidates that have been selected for the interview process, and up to 2 weeks after the call's deadline.

Communication of Results: The results will be published at <https://imm.medicina.ulisboa.pt/en/job-opportunities/results/> and posted at the entrance lobby of the Institute.

Lisbon, 22nd of February of 2017