

CALL FOR A SCIENCE AND TECHNOLOGY MANAGEMENT FELLOWSHIP

Reference of Fellowship IMM/BGCT/71-2017

The Instituto de Medicina Molecular (iMM) is a leading Portuguese private not-for-profit research institute with a vision of improving human life through excellence in biomedical research. iMM offers a vibrant scientific environment and foster innovative ideas in basic, clinical and translational Biomedical Research. The success of our research depends on an ambitious research portfolio, world-class scientists, state-of-the-art technology and flexible resources that boost creativity. With more than 500 scientists working in the areas of Cell and Developmental Biology, Immunology and Infection, Oncology and Neurosciences, our goal is to place ourselves amongst the leading European multidisciplinary research institutes.

For further information: [iMM Lisboa](#)

Work Plan and Goals: Our [Funding Office](#) team is looking for a Pre-Award Grants Manager, whose role is to guarantee individualized and professional support to iMM researchers in effectively designing their funding strategy and putting up stronger and compliant proposals. The successful candidate will achieve this through several activities:

- supporting researchers in all steps of proposal application, by providing support on administrative institutional information, budget planning, ethics compliance, drafting institutional texts or parts of proposal, proposal review and proof-reading, liaison with national and international funding, policy and executive agencies;
- matching funding opportunities with particular research interests of the iMM Faculty and proactively disseminating those opportunities;
- negotiation of successfully funded projects.

The post holder will be working closely with the other members of the team and reporting directly to the Administrative and Financial Director.

Profile

- PhD in Biomedicine (mandatory)
- High proficiency in spoken and written English (mandatory)
- Interest in research funding management
- Proactive, multi-tasking and result-oriented
- Exceptional organisational skills with high attention to detail
- Team player with the ability to work independently
- Good communication and interpersonal skills
- Able to work effectively under pressure

Offer conditions and monthly stipend: Fellowship contract, predicted to start in October 2017, with a duration of 6 (six) months, eventually renewable not exceeding the eligibility period of the project. The successful candidate will encounter a highly dynamic and stimulating environment which provides the conditions to develop a strong skills portfolio in the pre-award processes. The post holder will benefit from integrating an experienced team dedicated to research funding, committed to the professional development and continuous training of its members.

The stipend will be in accordance with the experience of the candidate and the applicable regulation mentioned below.

CALL FOR A SCIENCE AND TECHNOLOGY MANAGEMENT FELLOWSHIP

Reference of Fellowship IMM/BGCT/71-2017 (Continuation)

Law and Applicable Regulation: Research Fellowship Statute (Law nr 40/2004, from August 18th, republished in attach to Decree-Law nr 202/2012, from August 27th), iMM Regulation Fellowship and iMM Lisboa Career By-Law.

Fellow Monitoring Centre: The monitoring centre works on Tuesday and Thursday from 10am to 12pm, at Human Resources of iMM Lisbon.

How to apply: Send to imm-hr@medicina.ulisboa.pt (indicating the reference of the fellowship) your CV and your 1-page motivation letter (in English) describing your skills and assets relevant for strengthening the Funding Office team and iMM. The call will be open for 10 business days **starting on 26th September until 10th October 2017.**

Evaluation process and selection method: The jury composed by Afonso Duarte, PhD, Joana Costa, PhD, and Marija Garcia, PhD, will evaluate the CV (50%) and after will select the best candidates for an interview (50%).

Other members, such as Drs. Fausto Lopo de Carvalho (Finance and Administrative Manager) and Sofia Vicente dos Santos (HR Director) may be assigned to replace or as complement to the main jury.

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.

iMM Lisboa complies 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 to 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 or trade union membership.

Lisbon, 11th of September of 2017

The Executive Director of iMM Lisboa
Professor Maria Manuel Dias da Mota, PhD