

iMM Lisboa is recruiting a EU Project Manager

iMM Lisboa is looking for a pro-active and experienced EU Project Manager to join the Project Management Team, which is responsible for the daily management of successfully funded projects by the scientific community at iMM.

If you are

An enthusiastic Project Manager, with experience in the daily management of EU funded projects and you are willing to share your passion for international collaboration with a young and dynamic team, accept the challenge and join one of the best Biomedical Research Institutes in Portugal.

iMM Lisboa is not looking for a traditional project manager. iMM Lisboa is in the quest for the rare combination of analytical thinking and doer attitude as well as strategic mind-set and passion that converts the traditional project manager into the internal project partner that instigates a coordinator and a consortium to excel beyond the initially settled goals.

Expectations

For this, iMM Lisboa will offer outstanding working conditions in this area in Portugal, including a full-time employment contract with a very competitive salary and the possibility to work in the interface of research and research support facilities.

You will have the opportunity to closely work with international top-level researchers, as well as with a diverse range of technical and administrative supporting structures at iMM, including but not limited to: Communication, Imaging, Flow Cytometry, Animal House, Accounting, Funding, and Human Resources.

Working at iMM Lisboa and Living in Lisbon

The iMM Lisboa – Instituto de Medicina Molecular 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 Lisboa 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.

Lisbon provides a unique experience in terms of lifestyle, hospitality, gastronomy, culture and leisure, at a very affordable living cost. It has been considered the 23rd World's Best City to Live (by the Monocle Magazine, 2011) and has the potential to become Europe's coolest city (according to CNN, 2015).

Do you accept the challenge?

Responsibilities

- Direct support to the coordinator of EU funded projects
- Liaison with the project scientific directors and with Commission officials
- Developing and implementing innovation-related activities
- Facilitating and supporting all expert meetings and activities as well as the links with academics' networks contributing to the projects
- Drafting, editing and contributing to dissemination and communication activities related to the projects
- Monitoring project progress against work plan objectives, budget management, (particularly the monitoring of expenditures, preparation of reports to the funding body and oversight of project partners budgets)

Essential skills

- Solid experience in EU Project Management
- Written and spoken English proficiency
- Ability to think creatively and independently
- Exceptional organisational skills and high attention to detail
- Ability to work within tight deadlines
- Experience in innovation-related activities

Highly desirable skills

- PhD in Life Sciences
- Excellent interpersonal and communication skills and an ability to work effectively with dynamic and diverse staff
- Proven organisational, communication, time management, negotiation and conflict resolution skills
- High level of resilience

Working Conditions

- 14-month full-time employment contract
- Salary up to €30,000 gross p.a. (commensurate with experience), in accordance to iMM's Career By-Law
- Expected starting date: June 2016

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.

How to apply

Please submit your motivation letter and CV to imm-hr@medicina.ulisboa.pt. Want to know more about iMM or Lisbon? Contact Joana Lamego (imm-funding@medicina.ulisboa.pt).