

iMM Lisboa is recruiting for its Funding Office

OPEN CALL FOR A FUNDING OFFICE TEAM MEMBER

IMM/FO/10-2016

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/>

At the Funding Office, a core area at iMM, our goal is to place ourselves amongst the leading European multidisciplinary research institutes by securing and maintaining competitive funds (also see [iMM Lisboa - EU funding](#)). The success of our research depends on an ambitious research portfolio, world-class scientists, state-of-the-art technology and flexible resources that maximize creativity.

The [iMM Lisboa Funding Office](#) is a team of highly qualified and proactive members that support the securing process of funding, by: disseminating opportunities and promoting a matching tailor-made for [iMM Lisboa faculty](#) and researchers; assisting in all steps of grant applications, from proposal application to the negotiation of successfully funded projects; liaising with national and international funding, policy and executive agencies.

Candidate's Profile

Professional enthusiastic and proactive; a strategic thinker; passionate about science; a team player; knowledgeable on national and international science funding schemes, fully fluent in Portuguese and English.

What you can expect

A dynamic environment with the conditions to develop and excel in supporting the iMM Lisboa researchers in securing competitive funding, including:

- Integrating one of the best teams in Portugal dedicated to research funding;
- Interacting with visionary faculty spanning molecular and cell biology, host-parasite interaction, immunology, neurosciences among other research fields;
- Competitive working conditions (remuneration and employment agreement) commensurate with your skills and experience.

Start Date and Duration: February 2017 (negotiable). Hiring conditions and duration to be determined.

Monthly Salary and Legislation: To be determined in accordance to iMM's Career By-Law and Assessment Regulation.

Application and Selection process

The call for applications is NOW OPEN. This call will be open until we select the best candidate.

Required documents

- Motivation letter explaining why do you consider to be a good fit for iMM and its Funding Office; 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/FO/10-2016 as subject. All applications will be evaluated by a jury composed by Margarida Pinto, David Abreu and Professor Carmo-Fonseca, 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, December 16, 2016