

iMM Lisboa is recruiting for its Human Resources Department

CALL FOR A HUMAN RESOURCES DIRECTOR

IMM/CT/9-2016

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/>

Work Plan

Strategic goals

- Develop a solid structure of human resources (HR) in line with the mission and strategic goals of iMM.
- Implement personal development strategies of technical and soft skills.
- Develop succession plans for leadership positions.
- Review and update career plans according to iMM goals.

Operational goals

- Ensure execution of usual HR processes and overall tasks related to employee management.
- Create and implement HR service dashboard with KPI's.
- Update job descriptions and review annual quantitative performance evaluation programs.
- Ensure the effectiveness of the new staff recruitment and selection processes with formal evaluation of soft skills.
- Tailor and implement mandatory staff training programs with monitoring their annual compliance.

Candidate's Profile

- Education in Human Resources or Organizational Psychology with proved experience.
- Experience in change management of organizational culture and utilization of an HR management software.
- Good knowledge of quality processes, safety, employee well-being and staff retention.
- Experience in implementation and monitoring of an effective human resources strategy within organizations.
- Good knowledge of Portuguese labor law and contracts for nationals and foreigners.
- Excellent proficiency of the English language. Other languages desirable.
- Dynamic, innovative and creative leader.

Start Date and Duration: February 2017 (negotiable) with a 12-month renewable contract.

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**: deadline **31st December, 2016**.

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/9-2016**, as subject. All applications will be evaluated by a jury composed by Bruno Silva Santos, Margarida Pinto Gago and David Abreu, 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, 5th December, 2016