

**INSTITUTO DE MEDICINA MOLECULAR
FUNDING OFFICE
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CALL FOR A RESEARCH GRANTS MANAGER

Reference of Fellowship IMM/BGCT/2-2019

The Instituto de Medicina Molecular João Lobo Antunes (iMM) is launching a call to recruit a research grants manager to join the Funding Team.

The Funding Team is integrated in the Finance and Operations Office where, together with the other teams of project management, purchases, accounting and legal streamlines and contributes to a 360º view of iMM's management.

Work Plan and Goals: The research grants manager will 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 preparation and submission, by providing support on administrative institutional information, budget planning, ethics compliance, consortium management, drafting institutional texts, supporting the impact and implementation sections of proposals, 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;
- negotiating successfully funded projects;
- supporting project management in periodic reporting.

Profile of Candidate

Essential Skills:

- MSc and/or PhD in Life Sciences
- Written and spoken English proficiency
- Knowledgeable on national and international science funding schemes
- Interest in research funding management
- Proactive, flexible, and problem-solving attitude
- Team player with the ability to work independently
- Exceptional organisational skills with high attention to detail
- IT skills (user level)

Highly desirable skills:

- Knowledge and experience (preferable) in the preparation of national or international applications
- Good communication and interpersonal skills
- Able to work effectively under pressure
- High level of resilience.

Duration: 6 (six) months, on an exclusive basis, potentially renewable for a period not exceeding the eligible period of the project.

Laws: Estatuto do Bolseiro de Investigação (Lei nr 40/2004, de 18 de Agosto, republished in attachment to Decreto-Lei nr 202/2012, de 27 de Agosto), Regulation of Fellowships of iMM Lisboa and Career By-Law and Assessment Regulation of iMM.

The iMM Lisboa undertakes to ensure compliance with the principles of non-discrimination and equality and provides that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due, in particular, from 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 and syndical association membership.

Predicted Start Date: February 2019

Workplace and Scientific Orientation: The work will be developed at the Finance and Operations Office under the supervision of Fausto Lopo de Carvalho.

Fellow Monitoring Centre: The monitoring Centre works on Tuesday (09:00AM to 01:00PM / 02:00PM to 06:00PM) and Thursday (02:00PM to 06:00PM), at Human Resources of IMM João Lobo Antunes.

Monthly Remuneration: The monthly amount will be in accordance with the values defined in the applicable regulations and project budget. The amount will be paid through bank transfer.

Application 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 CV; - Master and/or PhD certificate; - 1 Recommendation letter (optional). ***The non-compliance with these requirements determines the immediate rejection of the application.***

Evaluation and Selection process: Applications should be sent to imm-hr@medicina.ulisboa.pt, indicating the reference **IMM/BGCT/2-2019** as subject. All applications will be evaluated by a jury composed by Maria M. Mota, Joana Costa and Marija Garcia. In replacement or as complement of the members of the jury, Fausto Lopo de Carvalho and Sofia Vicente dos Santos can be assigned.

The applications will be analysed in accordance with the following evaluation: - Curriculum Vitae (30%) and Motivation letter (20%). After evaluation of all applications, only the best classified candidates will be selected for an interview (50%).

Deadline and Submission of Applications: The call will be opened for 10 (ten) business days, **from 23rd January 2019 until 12th February 2019.**

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, 8th January 2019

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