

INSTITUTO DE MEDICINA MOLECULAR JOÃO LOBO ANTUNES

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Jury Meeting minute


BS.


Reference of Fellowship IMM/BGCT /54-2019

The Instituto de Medicina Molecular João Lobo Antunes (iMM Lisboa) opened a call for one Science and Technology Management Fellowship supported by private funds.

The advert was published in EraCareers on 23rd September 2019 and also disseminated in iMM website.

The call was opened from 8th October until 21st October 2019, having the following candidates applied:

- Ana Margarida Figueira
- Carolina Piedade
- Joana Ribeiro
- Juliana Engel
- Nidhi Pandey
- Rafaela Ferrão
- Tiago Brito

On **October 27**, 2019, the jury composed by Claus M. Azzalin, Bruno Sousa Silva and Professor Sérgio de Almeida (all PhDs), met to analyze the application documents, in accordance with the evaluation criteria and valuation indicated in the job advert. See below:

Work Plan and Goals

- Taking care of secretarial organization aspects of an international scientific meeting to be held in Troia (Portugal) in May 2020.
- Establishing contacts with meeting participants and organizers.
- Establishing contacts with meeting infrastructure directors (hotel, audiovisual, transports, etc.)

Candidate's Profile

- Bachelor degree in Biology or related areas
- Clear organizational skills and independence
- Promptness in executing secretarial tasks
- Experience with funding management
- Ability to positively interact with people
- Scientific background related to genome instability/telomere biology would be a plus

Necessary Documents for Applications: Motivation Letter in English; - Detailed CV in English; - Bachelor degree certificate.
The non-compliance with these requirements determines the immediate rejection of the application.

Selection Method: CV (60%) and motivation letter (40%).

Curricular Evaluation (60%)

Under the curricular evaluation the jury decided to assign the following valuation to each one of the criteria:

- i) Bachelor degree in Biology or related areas (10%)
- ii) Experience in administrative processes (20%)
- iii) Experience in funding management (20%)
- iv) Scientific background related to genome instability/telomere biology (10%)

Motivation Letter (40%)

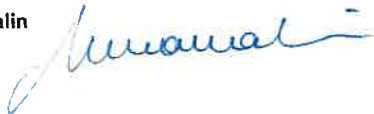
- i) Strong autonomy, management and responsibility skills (10%)
- ii) Communication Skills and other skills relevant for the tasks (10%)
- iii) Team oriented attitude (10%)
- iv) Ability to speak and write Portuguese and English fluently (10%)

The analysis and discrimination of each candidate classification is presented in the table of Annex I attached to this minute.

The jury selected **Ana Margarida Figueira** because the applicant demonstrated to have the necessary skills and profile to develop the tasks indicated. The applicant also got the best score among all applicants.

Lisbon, October 27, 2019

Claus M. Azzalin



Bruno Sousa Silva



Professor Sérgio de Almeida





 B.S.

ANEXO I

Referência de Bolsa INM/RBCT/54-2019

Candidato	Avaliação Curricular (60%)					Metrização Letter (40%)				Total	Justification
	Bachelor degree in Biology or related areas (10%)	Experience in administrative processes (20%)	Experience in funding management (20%)	Scientific background related to genome instability/telomere biology (10%)	Strong autonomy, management and responsibility skills (10%)	Communication Skills and other skills relevant for the tasks (10%)	Team oriented attitude (10%)	Ability to speak and write Portuguese and English fluently (10%)			
Ana Margarida Figueira	10	20	20	10	10	10	10	10	10	100	The candidate has clear experience in administrative tasks and handling funding. Additionally, she has knowledge of telomere biology and seems to have all requested skills.
Carolina Piedade	10	15	5	5	10	10	10	10	10	75	The candidate shows clear organizational skills and seems driven to perform. She lacks experience with handling funding and does not have a background related to genomic stability.
Joana Ribeiro	10	20	20	3	10	10	10	10	10	93	The candidate seems well suited for the positions as she demonstrates experience in organizational tasks and funding handling. She has no experience in genome stability biology.
Juliana Engel	10	10	10	5	10	10	10	10	10	75	The candidate seems to be driven and interested in the job. Nevertheless, it is unclear what level of experience she has with administrative processes and funding management. She also has no experience in genome stability.
Nidhi Pandey	10	5	5	5	5	10	10	10	5	55	The candidate shows interest for a scientific position rather than for a management fellowship. Experience in administration and funding is not clear. From the CV, the candidate does not speak Portuguese.
Rafaela Ferrão	10	15	5	5	10	10	10	10	10	75	The candidate shows clear interest for the position and she has experience in organizing events. Nevertheless, the candidate does not have experience in handling funding nor in genome stability biology.
Tiago Brito	10	5	5	5	10	10	10	10	10	65	The candidate seems enthusiastic and able to communicate his interests. Nevertheless, no experience in administration and funding is shown. Also, he has no experience in genome stability biology.