

## iMM is recruiting a Project Manager under an Employment Contract Reference IMM/CT/45-2020



The iMM – Instituto de Medicina Molecular João Lobo Antunes 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.

**What iMM seeks:** At this moment, iMM is looking for a Project Manager to join the **Neuronal Communication & Synaptopathies** Laboratory coordinated by Ana Sebastião, under the research project **“Epileptogenesis and Epilepsy Network: from genes, synapses and circuits to pave the way for novel drugs and strategies”** (GA 952455 – EpiEpiNet – H2020-WIDESPREAD-2018-2020), funded by the European Commission, to execute the following activities under the supervision of Prof. Ana Sebastião:

- Management of the project;
- Organization of events related to the project;
- Co-supervision of staff exchanges;
- Elaboration of reports;
- Liaise with consortium members and coordinate actions;
- Intellectual support on ongoing science (animal models and in vitro / in vivo assays).

### Profile of Candidate

- **MSc in areas related to Biomedical Sciences;**
- Training in Neurosciences is considered a plus;
- Experience in co-supervision of junior staff;
- Experience in co-management project;
- Experience in organizing scientific meetings and promoting training activities;
- Good informatics skills;
- Proficient in English, spoken and written;
- Good managing skills;
- Forward thinking, can-do, pro-active attitude.

**What iMM offers:** iMM will offer outstanding working conditions in this area in Portugal, including a full-time employment contract, starting predictably in November 2020, and the possibility to work in the interface of research and research support facilities.

**Working Conditions:** The monthly remuneration will be defined in accordance with the project budget and iMM Career By-Law. The indicated amount will be subject to the mandatory taxes accordingly to Portuguese Labor Law. The selected candidate will also be covered by the work accident insurance.

**How to apply:** Please submit your Motivation Letter, Detailed CV, MSc degree certificate and contacts of 2 references, **from September 10<sup>th</sup> until September 30<sup>th</sup> 2020 (15 working days)**, to [imm-hr@medicina.ulisboa.pt](mailto:imm-hr@medicina.ulisboa.pt).

**Evaluation Criteria:** Applications will be evaluated by Ana Sebastião, Cláudia Valente Castro and Sara Xapelli.

If necessary, a member of Human Resources Office will participate in one of the stages of the evaluation process.

The evaluation will be in accordance with the following method:

1<sup>st</sup> Phase: Curricular evaluation: 50% and Motivation Letter: 25%; 2<sup>nd</sup> Phase: Interview: 25%

**Notification of Results:** The results will be published in iMM website <https://imm.medicina.ulisboa.pt/jobs/#results> and posted in the lobby of the Institute.

**Lisbon, September 9 2020**