

## **iMM is recruiting a Science Communication Officer under an Employment Contract - Reference IMM/CT/85-2021**

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 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 Science Communication Officer to join the Communication Office, under the Associate Laboratory statute within funding reference **UIDB/50005/2020 BPLA 2020-2023** supported by National Funds (FCT – OE), to execute the following activities under the supervision of Inês Domingues:

- Draft and/or edit press releases, institutional documents, reports, social media content, website content
- Produce information brochures, success stories, and other materials utilizing infographics and visuals
- Contribute to drafting, editing and designing reports and technical deliverables ensuring consistency across materials, by following the branding strategy
- Contribute to the development and implementation of iMM's communication strategy, including creating multimedia content across platforms and targeting different publics
- Actively contribute to the iMM's outreach and education strategy, developing and implementing activities designed for different publics

### **Profile of Candidate**

- PhD in Biomedical Sciences or other relevant area of the Life Sciences.
- Experience in graphical design applied to science communication and dissemination including illustrations for institutional applications and documents, press releases, publications, others;
- Experience in science writing and editing skills;
- Proficient in Adobe Illustrator, Photoshop and InDesign;
- Proficient in English, spoken and written, grammar, proofreading;
- Excellent informatics skills;
- Experience in events organization and planning (preferable)
- Ability to prioritize and handle multiple projects and deadlines simultaneously with attention to detail and strong organizational skills;
- Strong team player and comfortable working independently;
- Forward thinking, can-do, pro-active attitude.

**IMPORTANT NOTE:** *In the event the PhD degree was awarded by a foreigner higher institution, the degree must comply with the provisions of Decree-Law nr 66/2018, 18<sup>th</sup> August, and all formalities established there must be fulfilled by applications deadline.*

**What iMM offers:** iMM will offer outstanding working conditions in this area in Portugal, including a full-time contract, starting predictably in February 2022, and the possibility to work in the interface of research and research support facilities.

**Working Conditions:** Non-term employment contract; - Gross monthly salary of 2.134,73€, 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.

**How to apply:** Please submit your Motivation Letter, Detailed CV, PhD certificate and contacts of 2 references in PDF format through IMM website by clicking in the “**Apply**” button below the position job ad, **from 30<sup>th</sup> of November until 21<sup>st</sup> of December 2021**. *The non-compliance with these requirements determines the immediate rejection of application.*

**Non-discrimination and equal access policy:** IMM undertakes to ensure compliance with the principles of non-discrimination and equality and to that extent, provides that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due in particular 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 trade union membership.

Pursuant to Decree-Law nr 29/2001 of 3<sup>rd</sup> February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

**Evaluation Criteria:** Applications will be evaluated by Inês Domingues, Leonor Saúde and Maria Mota, in accordance with the following method:

- **1<sup>st</sup> Phase:** Curricular evaluation: 40% and Motivation Letter: 30%; **2<sup>nd</sup> Phase:** Interview: 30%. Only selected candidates who score > 60% in phase 1 will be interviewed.

**Results:** Both admitted and excluded candidates list and final classification list shall be posted at IMM website at <https://imm.medicina.ulisboa.pt/jobs/#results> and all admitted candidates will be notified by email.

**Preliminary Hearing and Final Decision Deadline:** After notification, all candidates have 10 working days to respond. Panel’s final decisions are pronounced within a period of 90 days, from application deadline.

**Lisbon, 29<sup>th</sup> of November 2021**