

## **iMM is recruiting a Research Grants Manager under an Employment Contract - Reference IMM/CT/10-2022**

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 Research Grants Manager to join the Pre-Award Team, 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 Joana Costa:

- Matching competitive funding opportunities with iMM Faculty research interests and proactively disseminating those opportunities; advising research groups on the design of funding strategies;
- Supporting researchers in all steps of proposal preparation and submission, namely on administrative institutional information, budget planning, ethics compliance, consortium management, drafting institutional texts, proposal review and proof-reading, advising on impact and implementation sections of proposals, liaising with national and international funding, policy and executive agencies;
- Liaising closely with iMM's Technology Transfer Office in translational and clinical research proposals, particularly in consortia projects;
- Negotiating successfully funded projects;
- Supporting project management in periodic reporting;
- Analyzing the national and international research landscape and supporting the institutional strategy.

### **Profile of Candidate**

#### Essential skills/characteristics:

- PhD in Life Sciences;
- Proficiency in written and spoken English;
- Interest in research grants management;
- Proactive, flexible, and problem-solving attitude;
- Team player with the ability to work independently;
- Exceptional organizational skills with high attention to detail;
- IT skills (user level).

#### Highly desirable skills/characteristics:

- Knowledgeable on national and international science funding schemes;
- Experience in research management will be a plus Good communication and interpersonal skills;
- Able to work effectively under pressure;
- High level of resilience.

**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, including a full-time contract, in a vibrant and international research environment.

**Working Conditions:** Permanent employment contract; Salary according to relevant experience and within the framework of iMM Career By-Laws. Gross value subject to mandatory taxes as per 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 25<sup>th</sup> of January 2022 until 7<sup>th</sup> of February 2022.**

**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 Joana Costa, Marija Garcia and Fausto Lopo de Carvalho, in accordance with the following parameters: CV: 70% and Motivation Letter: 30%.

**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, 24<sup>th</sup> of January 2022