



INSTITUTO DE MEDICINA MOLECULAR JOÃO LOBO ANTUNES

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Jury Meeting Minute

Reference IMM/CT/27-2022

Instituto de Medicina Molecular João Lobo Antunes (iMM) opened a call for one Project Manager to join the Finance and Operations Office coordinated by Fausto Lopo de Carvalho, under the Associate Laboratory statute within funding reference **LA/P/0082/2020** supported by National Funds (FCT – OE).

The ad was published at EURAXESS Portugal Portal on 7th of March 2022 and also disseminated in iMM website. The call was opened from 8th of March 2022 until 30th of April 2022 and during which the following applicant applied:

- ✓ Ana Gonçalves
- ✓ Ana Sofia Monteiro
- ✓ Constança Braga
- ✓ Henrique Esteves
- ✓ Marcela Vaz
- ✓ Marcelo Silva
- ✓ Rui Cardoso

On the 16th of May 2022 the jury composed by Madalena Reis, Andreia Vaz and André Pereira, met to analyze the application documents (Motivation Letter; CV; BSc Certificate in accordance to the profile and work plan indicated in the job advert.

Work Plan and Objectives: *The applicant, under the supervision of Madalena Reis, will carry out the following activities:*

- *Analysis of contracts and regulations, financial maps and budgets;*
- *Validation of administrative, accounting and financial execution, in accordance with the rules of the funder;*
- *Monitoring and periodic reporting of projects execution, both for the person in charge of the project area and for the Responsible Investigator;*
- *Preparation of reports and payment requests;*
- *Audit follow-up.*

Candidate's Profile:

- *BSc and/or Master's degree in Management, Finance and/or Health Sciences;*
- *Experience in analytical accounting;*
- *Strong skills in procedural analysis and organization of the financial aspect;*
- *Interest in continuous learning;*
- *Relational capacity with internal customer;*
- *Good knowledge of English, spoken and written;*
- *Very good computer skills from the user's perspective, with emphasis on Excel;*
- *High sense of responsibility, honesty, organization, dynamism and proactivity;*
- *Punctuality and attendance;*
- *Communication and active listening skills;*
- *Teamwork;*
- *Immediate availability.*

Necessary Documents for Applications: Motivation Letter; CV; BSc Certificate.

Selection Method: First phase: Curriculum Analysis (30%) and Motivation Letter (20%) - The Curriculum will be analyzed qualitatively in what concerns the relevance of the candidate's experience for the tasks to be performed, with special emphasis on areas related to the work plan (30%); The motivation and interest for the activities to be performed (5%), the fit between the applicant's prior experiences/expertise/relevant knowledge and the work plan (8%) and the command of the English language (7%) will be analyzed based on the Motivation Letter.

Second stage: : The jury will select for the interview (50%) the candidates who obtained a minimum of 80% in the first phase of the evaluation. In the event of a tie, the decision will be responsibility of the chairman of the jury.

Curriculum Analysis (30%)

The analysis of the Curriculum Vitae took in consideration:

- *BSc and/or Master's degree in Management, Finance and/or Health Sciences (5%);*
- *Experience in analytical accounting (10%);*
- *Strong skills in procedural analysis and organization of the financial aspect (10%);*
- *Relational capacity with internal customer (5%);*

Motivation Letter (20%)

The analysis of the Motivation Letter took in consideration:

- *Motivation and adequacy for the activities to be performed (5%)*
- *Fit between the applicant's prior experiences/expertise/relevant knowledge and the work plan (8%);*
- *Command of the English language (7%).*

The analysis and discrimination of all admitted candidate's classification is presented in Annex I.

Interview (50%)

Following the evaluation of the CV and motivation letter, the jury decided to invite for an interview the 3 candidates that obtained a score equal and/or higher than 80%. The candidates are identified below.

- Ana Gonçalves
- Ana Sofia Monteiro - The applicant withdrew from the selection process
- Constança Braga - The applicant withdrew from the selection process

The interview took place on 19th May 2022.

The interview was based in the following criteria:

- *High sense of responsibility, honesty, organization, dynamism and proactivity (15%);*
- *Punctuality and attendance (10%);*
- *Communication and active listening skills (15%);*
- *Teamwork (10%);*


The analysis and discrimination of the candidates' classification in the interview phase and the total classification in both phases are presented in Annex II.

The jury decided that the candidate profile did not match the Project Management department needs.

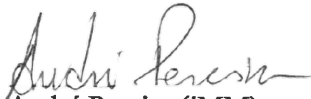
Lisbon, 20th of May 2022



Madalena Reis (iMM)



Andreia Vaz (iMM)



André Pereira (iMM)

ANNEX I - Employment Contract Reference IMM/CT/27-2022

Each element of the jury analyzed and rated the interview of the sole candidate and all agreed unanimously in the classification and justification given below.

Applicant	Curriculum Analysis (30%)				Motivation Letter (20%)			Total	Justification
	BSc and/or Master's degree In Management, Finance and/or Health Sciences (5%)	Experience In analytical accounting (10%)	Strong skills In procedural analysis and organization of the financial aspect (10%)	Relational capacity with Internal customer (5%)	Motivation and adequacy for the activities to be performed (5%)	Fit between the applicant's prior experiences/expertise/ relevant knowledge and the work plan (8%)	Command of the English language (7%)		
Ana Gonçalves	5	10	10	3	5	5	5	43	Professional experience aligned with job description needs. Candidate call for interview.
Ana Sofia Montelro	3	8	8	5	5	5	7	41	Professional experience aligned with job description needs. The applicant withdrew from the selection process
Constança Braga	5	10	7	3	5	3	7	40	Professional experience aligned with job description needs - The applicant withdrew from the selection process
Henrique Esteves	5	10	10	3	2	5	3	38	Candidate experience is compatible with call requirements but the motivation letter adequacy for the activities to be performed was poor.
Rui Cardoso	2	7	7	4	5	5	7	37	Candidate experience (sales and customer support) do not match application requirements
Marcela Vaz	2	2	2	5	5	2	7	25	Extent experience in scientific project management, but lacks practice in administrative tasks. Motivation letter stress the candidate focus on scientific related project management.
Marcelo Silva	5	2	2	4	2	3	3	21	The motivation letter has no information on why candidate is applying for this role and candidate experience is not aligned with activities to be performed.

Medaluz Reis

Andreia Vaz

Aurora Pereira

ANNEX II - Employment Contract Reference IMM/CT/27-2022

Each element of the jury analyzed and rated the interview of the sole candidate and all agreed unanimously in the classification and justification given below.

Applicant	Total Annex I	Interview (50%)				Total Annex II	Justification	Total Annex I + Annex II
		High sense of responsibility, honesty, organization, dynamism and proactivity (15%)	Punctuality and attendance (10%);	Communication and active listening skills (15%)	Teamwork (10%)			
Ana Gonçalves	43	2	10	2	2	16	Candidate profile does not match Projet Management department needs	59

Handwritten signatures:
 Addressa Reis
 D. D. Reis V. G.
 Auchi Peres

