

iMM is recruiting a Project Manager under an Employment Contract - Reference IMM/CT/63-2022

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 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), to execute the following activities under the supervision of Madalena Reis, Coordinator of Project Management Area:

- 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.

Profile of Candidate

- BSc and/or Master's degree in Management, Accounting, Finance and/or Health Sciences;
- Experience in accounting;
- Strong skills in procedural analysis and organization of the administrative/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.

IMPORTANT NOTE: *In the event the BSc and/or MSc degree was awarded by a foreigner higher institution, the degree must comply with the provisions of **Decree-Law nr 66/2018, 18th 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, predicted to start in August 2022, with the possibility to work in support to research.

Working Conditions: Term employment contract; Monthly gross salary between 1000€ and 1300€ according to relevant experience and merit of the candidate within the predicted in the funding 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, BSc and/or MSc certificate in PDF format through iMM website by clicking in the “Apply” button below the position job ad, **from 24th of May 2022 until 6th of July 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 3rd 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 Madalena Reis, Andreia Vaz and André Pereira, in accordance with the following parameters:

- 1st Phase: CV: 30% and Motivation Letter: 20%;
- 2nd Phase: Interview (50%).

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, 23th of May 2022