

## Instituto de Medicina Molecular João Lobo Antunes

### Recruitment and Selection Process

The IMM aims to provide a dynamic and vibrant scientific environment to promote basic, clinical, and translational biomedical research.

The human capital of the institute is essential for the success of its mission.

Thus, the IMM ensures that the recruitment and selection of its employees is done through a process:

- open,
- transparent
- with equal opportunities
- through fair and merit-based evaluation

and which aims to ensure that the candidate selected, based on merit, is the person with the most suitable profile.

The IMM encourages and values international mobility and experience, as well as between different institutions.

The IMM encourages applications from anyone, regardless of race, colour, sex, age, national origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, for the positions it offers.

Recruitment and selection processes opened by IMM are always published on its website, as well as on the Euraxess website and other dissemination channels that are appropriate for the proper dissemination of the position in question.

The principles of transparency, openness and evaluation by merit are transversal to the recruitment and selection of all positions in the IMM, and the procedure may be adapted according to the nature or type of position.

The IMM favors the opening of a tender procedure for all positions regardless of the legal obligation to do so.

### Initiation of the procedure and information needed to start the tender:

After identification of the recruitment need and approval, by the iMM, of the opening of the application, the head of the service that intends to recruit should send the request for the opening of the position, to the human resources department of the iMM, through Google forms, available on the Institute's intranet, on the Human Resources webpage

[https://docs.google.com/forms/d/1\\_0Wlc92-EeV0nHIKFc6VMcP\\_LlIBHf50gZoRSol6h30/prefill](https://docs.google.com/forms/d/1_0Wlc92-EeV0nHIKFc6VMcP_LlIBHf50gZoRSol6h30/prefill) [This link is just for previewing the form, not for submission]



**Request for a Call Opening (Pedido para abertura de concurso)**

Dear iMMer,

To open a call for a position under employment contract or fellowship, please answer to the questions described in the next pages of this form;

(Caro iMMer,

Para se proceder à abertura de concurso para a contratação ao abrigo de contrato de trabalho ou contrato de bolsa, por favor, responda às questões nas seguintes páginas ).

immmyid@gmail.com [Switch accounts](#)

\*Required

In that request, the responsible person shall indicate the following information:

- Funding province;
- Contractual type
- Contract typology
- Project (name, acronym, reference, deadline);
- Gross base salary
- Duration
- Position authorized

### Procedure

See 6.1 Recruitment Flowchart

### Template for Fellowship Notice

See 6.2 Template Fellowship Notice

### Templates for Employment Contract Notice

6.3 Template Employment Contract Notice\_FCT

6.4 Template Employment Contract Notice\_PhD

6.5 Template Employment Contract Notice\_non-FCT

#### **Rules for the selection committee (Jury)**

- The members of the jury shall have diverse expertise and competences.
- At least one member of the selection board should come from the scientific field of the recruitment in question.
- Appropriate gender balance (not less than one third of one gender in the committee)
- 3 to 5 elements with the President of the jury holding the casting vote