

imm is recruiting a Lab Manager under an Employment Contract - Reference IMM/CT/8-2023

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 Lab Manager to join the Carvalho-Santos Lab, 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 Zita Carvalho-Santos:

- Monitor the financial progress of running projects;
- Support in writing and submitting research projects as well as reporting;
- Lab management support;
- Support in training team members;
- Organize and schedule lab meetings and events.

Profile of Candidate

- Master's degree in biology, chemistry, or another health and science field;
- Experience working in experimental lab;
- Interest and motivation for science;
- Collaborative and good communication skills;
- Ability to multitask;
- Meticulousness;
- Autonomy;
- English fluency.

Preferential Requirements:

- Experience in lab organization, management and/or technical lab support;
- Hands-on technical experience in *Drosophila* husbandry and genetics, cell biology and molecular techniques and data analysis.

IMPORTANT NOTE: *In the event the Master's 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 in this area in Portugal, including a full-time contract, starting predictably in March 2023, and the possibility to work in the interface of research.

Working Conditions: Unfixed-term employment contract; - Gross monthly salary of 1850€, 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, Master's certificate and contacts of 2 references in PDF format through IMM website by clicking in the “Apply” button below the position job ad, **from 19th of January until 2nd of February 2023 (10 working days)**. *Note: Candidates who incorrectly formalize their application or do not submit the documents proving the compliance with the requirements indicated in the call will be excluded. The jury has the right to require to any candidate, in case of doubt, to present documents proving their statements.*

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.

International environment and experience: Diversity is a fundamental aspect of the essence of IMM, where researchers and non-researchers of different nationalities, backgrounds and areas of study work together, promoting the exchange of experiences and interactions, contributing to the personal and professional development of each person and to the existence of an international, inclusive and stimulating environment.

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 Zita Carvalho Santos, Catarina Pereira and Joana Neves, in accordance with the following method:

- 1st Phase: Curriculum vitae: 50% and Motivation letter: 25%;
- 2nd Phase: Interview: 25%. At least 3 candidates who score > 65% in phase 1 will be selected for an interview.

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.

The present call is exclusively aimed at filling the indicated vacancy and may be terminated until the homologation of the final candidates' ranking list and expires with the respective occupation of the position on offer.

Lisbon, 18th of January 2023