

IMM is recruiting a Technical Support Specialist under an Employment Contract - Reference IMM/CT/28-2023

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 Technical Support Specialist under the Associate Laboratory statute within funding reference **LA/P/0082/2020** supported by National Funds (FCT – OE). The role of a Technical Support Specialist professional is provide first line support to all facilities and researchers. This entry-level position will provide necessary support to researchers and the institute’s facilities. The Technical Support Specialist will report to the Information System Unit Director and will be responsible for the following activities:

- Software and Hardware installation, configuration and management;
- Create and manage user roles and permissions;
- Hardware purchasing advisor;
- First-line Helpdesk.

Profile of Candidate

- Technical Specialization Course, Bachelor’s and/or Master’s degree in information technology, computer science, software engineering, or a related field;
- Professional Certifications;
- Proficiency in English language, oral and written.

Essential Skills:

- Experience with Windows, MacOS (installing and configuration);
- Experience in assembling Computer Hardware and configuring peripherals;
- Experience with Remote Desktop, TeamViewer or AnyDesk;
- Experience with configuring Microsoft Office, Microsoft Outlook, Apple Mail, OneDrive and Google Drive;
- Network Configuration;
- Active Directory management;
- System Virtualization;
- Strong interpersonal and teamwork skills;
- Autonomy and sense of responsibility;
- Proactive attitude, resilience and capability to work under pressure;
- Good organizational, planning and time management skills;
- Ethical conduct in all daily tasks.

Preferred Skills:

- Advanced knowledge in the configuration and optimization of services in Linux systems.

What iMM offers: iMM will offer outstanding working conditions in this area in Portugal, including a full-time contract, starting predictably in June 2023, and the possibility to work in the interface of research and research support facilities.

Working Conditions: Fixed-term employment contract for 12 (twelve) months, renewable; - Gross monthly salary in accordance with relevant experience and iMM Career By-Law. The salary will be subject to the mandatory taxes accordingly to Portuguese Labor Law.

How to apply: Please submit your Motivation Letter, Detailed CV, Technical Specialization Course, BSc and/or MSc certificate in PDF format through iMM website by clicking in the “**Apply**” button below the position job ad, **from 27th of March until 9th of May 2023.**

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 Daniel Silva, Nuno Barbosa Morais and José Rino in accordance with the following method:

1st Phase: Curricular Evaluation: 40% and Motivation Letter: 20%;

2nd Phase: Interview: 40%. Only selected candidates who score at least 40% in phase 1 will be interviewed.

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.



Instituto
de Medicina
Molecular

João Lobo
Antunes

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, 24th of March 2023

