

## **iMM is recruiting a *Study Coordinator* under an Employment Contract**

### **Reference IMM/CT/51-2023**

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 Lisboa 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 Study Coordinator to join the Rheumatology Laboratory coordinated João Eurico da Fonseca, under the research project “*Stratification of Rheumatoid Arthritis: Computational models to personalise management strategies for difficult-to-treat disease*” (STRATA-FIT – Project number 101080243) funded by HORIZON-HLTH-2022-TOOL-12-two-stage, to execute the following activities under the supervision of Elsa Sousa:

- a) Coordination of Clinical Studies
- b) Support in the submission of Studies to the regulatory authorities;
- c) Clinical data management and processing.

#### **Profile of Candidate**

- a) Master's degree in Health Sciences (preferred criteria);
- b) Fluent in English (written and spoken) (mandatory criteria);
- c) Experience in coordinating clinical trials (preferred criteria);
- d) Training in clinical trials and in good clinical practice (preferred criteria);
- e) Previous experience in clinical research activities (preferred criteria);
- f) Good organizational capacity for problem solving and inter-relational and communication skills (mandatory criteria).

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

**Working Conditions:** Unfixed-Term Employment Contract; - Gross monthly salary of 1.140€, in accordance with the project budget and iMM Career By-Law, as well as Holidays and Christmas allowances subject to the current mandatory taxes accordingly to Portuguese Labor Law. A meal allowance will also be paid in the amount of 6€ per each working day.

**How to apply:** Please submit your Motivation Letter, Detailed CV and Master Certificate in PDF format through iMM website by clicking in the “**Apply**” button below the position job ad, **from 11<sup>th</sup> to 24<sup>th</sup> of July 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 promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt

of any duties based on their ancestry, age, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and 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 3<sup>rd</sup> 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 Elsa Sousa, Ana Filipa Lopes and Sónia Figueiredo, in accordance with the following method:

- 1<sup>st</sup> Phase: Curricular evaluation (30%) and Motivation Letter (20%);
- 2<sup>nd</sup> Phase: Interview (50%). Only the candidates who score at least 40% in the 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, 10<sup>th</sup> of July 2023

