

iMM is recruiting a Purchases and Procurement Technician under an Employment Contract - Reference IMM/CT/56-2023

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 Purchases and Procurement Technician to join the Purchases and Procurement Department, part of the Finance and Operations Office, coordinated by Fausto Lopo de Carvalho, under the program *HORIZON-WIDERA-2022-ACCESS-01-two-stage – HORIZON-CSA (Project number 101060102 – iMM – CARE)*, funded by European Commission, to execute the following activities under the supervision of Alexandre Jesus:

- Analysis of previous records and acquisition trends;
- Search for new products and suppliers;
- Supplier negotiation;
- Purchase order registration in accounting software;
- Stock check and entry for products, services and equipment;
- Management of non-conformities;
- Import and export process management;
- Information exchange/problem resolution with other departments, specifically accounting and project management.

Profile of Candidate

- BSc degree in Exact Sciences;
- Intermediary to advanced English knowledge, spoken and written;
- Microsoft Office knowledge, mainly excel;
- Valued knowledge of laboratory material and functioning of a research institution;
- Valued knowledge in Microsoft Dynamics NAV;
- Dynamism, team spirit, high sense of responsibility, organization and method;
- Work capacity and focus despite interruptions.

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

Working Conditions: Term employment contract; - Gross monthly salary of €1.100, in accordance with the funding 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 BSc degree in PDF format through iMM website by clicking in the “Apply” button below the position job ad, **from 14th to 27th of July 2023. Deadline extended until 4th of August 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 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 Alexandre Jesus, Ana Rita Vicente and Rita Pífano, in accordance with the following method:

- 1st Phase: Curricular evaluation (30%) and Motivation Letter (15%);
- 2nd Phase: Interview (55%). Only the candidates that score in the 1st phase a minimum classification of 22,5% will be selected for the 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 working 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, 13th of July 2023

