

iMM is recruiting a Lab Manager under an Employment Contract - Reference IMM/CT/96-2023

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: iMM is looking for a Lab Manager to join our recently established Microbiome in Health and Disease Translational Laboratory, coordinated by Ana Santos Almeida, under the Associate Laboratory statute within funding reference *LA/P/0082/2020* supported by National Funds (FCT – OE), to execute the following activities:

- Providing support for research projects by conducting experimental work.
- Assisting in the training of new team members.
- Developing Standard Operating Procedures (SOPs) for laboratory procedures.
- Ensuring the optimal performance of laboratory equipment by adhering to quality standards, creating operation, quality, and troubleshooting procedures, and ensuring staff compliance.
- Initiating, coordinating, and enforcing sample management systems, policies, and laboratory procedures.
- Supporting the preparation and submission of research projects, as well as report writing.

Profile of Candidate

Required:

- MSc in microbiology, microbial ecology, biotechnology, biological engineering, or a related field.
- Significant experience (5+ years) in managing a laboratory in either academia or industrial settings.
- Solid expertise in bacterial genetics/genomics and microbiome research.
- Proven experience in mentoring or supervising junior researchers.
- Strong organizational skills and attention to detail.
- Excellent written and oral communication skills in Portuguese and English.

Preferencial:

- Experience in cell culture, molecular biology and bacteriology.
- Proven experience in project management.
- Prior involvement in an industrial setting.
- Past experience in grant writing and applying for European funding.
- Demonstrated ability to thrive in a fast-paced, highly interdisciplinary environment.
- Flexible mindset focused on solutions.
- Forward-thinking, can-do, proactive attitude.
- Ability to work both independently and collaboratively.

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

Working Conditions: Unfixed-term employment contract for an estimated period of 12 (twelve) months; Gross monthly salary of 2.100€ in accordance with the budget defined in the project and iMM Career By-Law plus meal allowance for each working day in the daily amount of 6€. Also, the candidate will be paid Holidays and Christmas allowances. The indicated amount will be subject to the mandatory taxes accordingly to Portuguese Labor Law.

How to apply: Please submit your Motivation Letter in English, Detailed CV, MSc degree certificate and contacts of 2 references in PDF format through iMM website by clicking in the “**Apply**” button below the position job ad, **from 31st of October to 14th of November 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 Ana Santos Almeida, Zita Martins and Sofia Marques (all PhDs) in accordance with the following method:

- 1st Phase: Curricular evaluation (40%) and Motivation Letter (20%);
- 2nd Phase: Interview (40%). The jury will select for interview the 3 (three) candidates who obtained in the first phase the highest ranking, with a minimum of 50%.

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, 30th of October, 2023