

## iMM is recruiting an Ethics Officer under an Employment Contract - Reference IMM/CT/100-2023

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.

iMM is part of the Lisbon Academic Medical Center (Centro Académico de Medicina de Lisboa-CAML), with the Faculty of Medicine of the University of Lisbon ( FMUL) and The Lisbon North Hospital (Centro Hospitalar Universitário Lisboa Norte, CHULN). Each of these three institutions must have an Ethics representative on the CAML Ethics Committee for the purpose of manage all the ethical aspects of medical activity, research involving human subjects and education involving patients.

**What iMM seeks:** iMM is seeking a highly qualified and motivated Ethics Officer 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 Maria Manuel Mota:

### Ethical Review:

- Help to ensure that all iMM research activities adhere to ethical guidelines and regulations (including Decree Law nº 80/2018).
- Conduct ethical reviews of proposals regarding research projects, clinical trials, and educational activities to ensure compliance (including but not limited to informed consent, privacy, potential harm to participants, inclusivity).
- Collaborate with researchers, clinicians and educators to provide guidance on ethical issues and concerns.

### Ethics Committee Support:

- Coordinate the submission, evaluation and approval of the projects.
- Collaborate with the Ethics Committee to address complex ethical issues and provide guidance on resolution.
- Act as a liaison between iMM and the CAML Ethics Committee.
- Assist in the preparation and organization of meetings and documentation.
- Maintain detailed records of ethical reviews and decisions.
- Produce ethical approval documents.

### Process Development and Implementation:

- Participate in the development and revision of ethical policies, guidelines and internal processes.
- Implement and communicate ethical policies to all relevant stakeholders.
- Monitor and ensure adherence to established national and international ethical standards.

#### Monitoring and Reporting:

- Monitor ongoing research projects, clinical practices, and educational activities in compliance with ethical standards.
- Prepare regular reports on ethical performance and areas for improvement.

**Profile of Candidate:** The Ethics Officer will play a critical role in ensuring the ethical conduct of research, clinical practices, and education within iMM. This position requires a strong educational background in ethics, as well as excellent communication and organizational skills to facilitate and enforce ethical standards.

- Master's degree in Ethics or a related field with a strong emphasis on Ethics.
- Previous experience in a similar ethics-related role (Preferential criteria).
- In-depth knowledge of ethical principles, theories, and frameworks.
- Familiarity with ethical guidelines and regulations relevant to biomedical research and healthcare.
- Strong interpersonal and communication skills to interact effectively with a diverse group of stakeholders across CAML.
- Exceptional analytical and problem-solving abilities.
- Ability to work independently and collaboratively within a team.
- Attention to detail and excellent record-keeping skills.
- Commitment to upholding the highest ethical standards in all activities.
- Professional competence in Portuguese and English.

**What iMM offers:** iMM will offer outstanding working conditions in this area in Portugal, including a full-time contract, starting predictably in January 2024, and the possibility to work in the interface of research and research support facilities.

**Working Conditions:** Unfixed-term employment contract; - Gross monthly salary of **1.340,00€**, in accordance with the project budget and iMM Career By-Law plus meal allowance for each working day in the daily amount of 6€. Also, to the candidate will be paid Holidays and Christmas allowances. The indicated amounts 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 job ad, **from 1<sup>st</sup> of December until 31 of December 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 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 Maria Manuel Mota (iMM, President of the Jury) and Professors João Forjaz de Lacerda and Mário Miguel Rosa (FMUL/ CHULN/ IMM) in accordance with the following method:

**First phase: Analysis of CV (60%) and Motivation Letter (20%)**

Based on the CV, the jury will evaluate:

- a) Relevant experience (40%)
- b) Evidence of the knowledge and professional skills described within the candidate profile (20%)

Based on the Motivation letter, the jury will evaluate:

- c) Specific motivation for this role (15%)
- d) Written domain of the English language (5%)

**Second phase: Interview (20%):** Based on first phase scoring, the jury will invite to interview the 5 candidates who obtained the highest ranking, with a minimum of 40%, or the number of candidates, up to 5, who obtained highest ranking with a minimum score of 40%. In the event of a tie, the decision will be the responsibility of the chairperson of the jury.

**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. The panel's final decisions are announced within a period of 90 days from the 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, 27<sup>th</sup> of November 2023