

Job Description - Project Manager and Impact Officer (1-year contract)

BioData.pt (Associação BIP4DAB) is opening an expression of interest period for one fixed-term work contract for Project Manager and Impact Officer at [ELIXIR-PT/BioData.pt](https://elixir-pt.org/).

ELIXIR Portugal (ELIXIR-PT) is a consortium of fifteen Portuguese research institutions which are part of the national biological information network, BioData.pt. Like ELIXIR itself, the Portuguese Node is organised as a decentralised network of specialised centres, under a common hardware and software infrastructure, and with shared training and industry/entrepreneurship programmes.

BioData.pt is the Portuguese Infrastructure of Biological Data, with the mission of providing the research community in Portugal with resources and expertise in data management, bioinformatics, and computing. To accomplish its mission, BioData.pt participates in several national and international projects, organises training and dissemination events, and nourishes domain-specific communities and technical platforms.

The candidate selected for this position will be mainly responsible for managing ELIXIR-PT projects and lead the impact assessment efforts for [ELIXIR-PT/BioData.pt](https://elixir-pt.org/).

Application: Please send the required documentation to careers@biodata.pt

Application Period: This call is open until March 25th, 2024. The starting date is the beginning of April.

Type of Contract: Fixed term for 12 months. Renovation is possible if agreed by both parties. Renewal is also dependent on ELIXIR-PT Node's budget availability.

Job Status: Full-time.

Hours Per Week: 40

Workplace: Lisbon area, with the possibility of hybrid work.

Requisites:

- Master degree in management, economics, biological sciences, or related areas;
- Fluency in Portuguese and English read, spoken and written;
- Experience in project management, particularly involving multidisciplinary and international teams;
- Knowledge of applying impact frameworks in the context of research infrastructures;
- Familiarity with Office tools: Word, Excel and PowerPoint;
- Familiarity with project management softwares;
- Excellent communication skills;
- Excellent interpersonal skills, ability to help each other, proactivity, flexibility;

Responsibilities:

- Coordinate the Portuguese Node of ELIXIR and all its duties, including managing its budget;

- Manage ELIXIR projects and support the PIs;
- Support the monitoring of the Association's impact and performance indicators;
- Provide technical and financial support to the Association projects, namely tracking deadlines, monitoring tasks development, and elaborating regular and timely plans and reports;
- Report directly to the Executive Director and to the ELIXIR Head of Node;

Benefits:

- Monthly salary of 2000.00 € (two thousand euros and zero cents);
- Meal allowance per workday of 9.60€ (nine euros and sixty cents in card);
- Private health insurance;
- Transportation subsidy;
- Professional development and training opportunities;
- Hybrid workplace;

The monthly pay, meal allowance, vacation, and Christmas payments shall be paid by bank transfer.

Required documentation:

- Outlined copy of citizen card
- Curriculum vitae
- Copy of proof of degree
- Motivation letter
- Contacts of two references

Evaluation Criteria and Committee Members:

The selection will be based on the following criteria:

- 80% academic profile and proven experience record
- 20% motivation letter

An interview will be conducted with shortlisted candidates. The punctuation proposed by each member of the jury is obtained by assigning a weighting factor of 70% to the first phase of the application, and a weighting factor of 30% to the interview. The jury may also decide not to assign the position if none of the candidates meets the required conditions.

Candidates with an average score below 70%, are not recommended for hiring.

The Jury is composed of:

President: Miguel Rocha
 Member: Cátia Pesquita
 Member: Inês Chaves

Substitute Member: José Luís Oliveira

Each member of the jury assigns a classification to each of the candidates on a scale of 0 to 100 points, ranking the candidates according to their classification consisting of the sum of the partial classifications assigned in each evaluation criterion, and considering the weighting factor given to each parameter. In this process, abstentions are not allowed.

Candidates shall be ordered by applying the successive voting method. The jury has the faculty not to select a candidate if the above mentioned requirements are not fulfilled. Minutes of the jury meeting are drawn up, which contain a summary of what has taken place in the meeting. The final deliberation of the jury is approved by the Board of BIP4DAB, and it is their responsibility to establish the respective contract.

For candidates with degrees granted by non-European higher education institutions, it is mandatory to have a degree or diploma recognition.