

## JOB OFFER

**Position:** COMMUNITIES, EVENTS, AND COMMUNICATION MANAGER

**Organisation:** Associação BIP4DAB (the legal entity of BioData.pt)

**Research Field:** Biological sciences and similar

**Researcher Profile:** Master's or PhD degree holder

**Country:** Portugal

**Application Deadline:** 07/02/2025 - 23:59h

**Type of Contract:** Fixed term for 12 months. Renovation is possible if agreed by both parties.

**Job Status:** Full-time

**Hours Per Week:** 35

**Offer Starting Date:** 02/01/2025

**Is the job funded through the EU research Framework Programme:** Not

**Reference Number:** 01/GLIM/2025

**Is the job related to staff position within a Research Infrastructure?** Yes

**Work Location:** The BIP4DAB association has several associates in different parts of the country, but presently the team is divided between Lisboa - INESC-ID and Braga - UMinho. The work location will be defined together with the approved candidate at one of these locations, however, it is also possible to discuss other options at other BioData.pt Associates' Headquarters.

**Report to:** BIP4DAB executive director

### OFFER DESCRIPTION

Public notice for one fixed-term work contract for Communities, Events, and Communication Manager at BioData.pt Research Infrastructure. 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 the management support to the communities' and platforms' coordinators to maximise their impact, for the logistics of events and to ensure effective communication, dissemination and outreach activities.

This position is primarily in-person at our office, fostering close collaboration and active engagement with the team. However, we also offer the flexibility of remote work when necessary, ensuring a balanced approach to productivity and work-life integration.

## 1. Daily activities

- Support Communities and Platforms management.
- Prepare reports for Communities and Platforms activities, ensuring timely execution of all deliverables.
- Collect and report Communities and Platforms project performance and impact indicators.
- Prepare agendas, participate and deliver minutes of Communities and Platforms meetings and activities
- Manage distribution and communication lists / channels related to projects.
- Identify and develop content for disseminating the results of the projects, interacting within Communities and Platforms.
- Participate in regular teleconferences of the ELIXIR infrastructure (communities and communication groups).
- Plan, organize, publicize and execute all logistics tasks of training, events and workshops promoted by the BIP4DAB Association.
- Support BIP4DAB association in other activities.

## 2. DURATION

**1 year.** *Renewal is possible if a suitable performance is delivered.*

## 3. APPLICABLE LAW

“Código do Trabalho” (Labor Code), approved by Law No. 7/2009, of February 12, in its current wording.

## 4. MONTHLY ALLOWANCE

The Employee is entitled, prior to any deductions or withholdings, to a monthly payment of 2023,89 € corresponds to level 28 of the Single Remuneration Table (TRU), working on an exclusive dedication basis, and a meal allowance per workday of 9.60€ (nine euros and sixty cents in card). The monthly pay, meal allowance, vacation, and Christmas shall be paid by bank transfer.

## 5. SCIENTIFIC SUPERVISION

The contract activity will be supervised by the Executive Director of BIP4DAB Association.

## 6. ELIGIBILITY CONDITIONS - Required education level and research experience

The candidates should have a **MSc or PhD** degree in Biological or Biomedical sciences/ engineering, Medical or Health sciences, Bioinformatics, or related areas, with a strong motivation in Events and Community Management. Candidates from other scientific areas with relevant experience may also be considered.

Required language skills: proficiency in English (minimum C1 written and spoken).

Availability to travel in the country and abroad.

## 7. 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 score 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: Adelino Canário
- Member: Inês Chaves
- Member: Sérgio Matos
- Substitute Member: Ana Teresa Freitas

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 President of BIP4DAB Association, and it is his responsibility to establish the respective contract.

## 8. FORMALISATION OF APPLICATIONS

Applications are made by sending an email to [careers@biodata.pt](mailto:careers@biodata.pt), with a subject named BioData.pt Communities, Events and Communication Manager Application, with the documents stated below compiled in a single PDF file:

1. Detailed Curriculum Vitae
2. Motivation letter
3. Certificate of qualifications indicating the degree held by the applicant and final classification
4. a detailed list of grades
5. Name and contacts (phone and email) of two personal references

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

**This call is open until February 7th, 2025.**

**Start Date**

2025-03-01 (or at a later date agreed with the selected candidate)