

Job Offer

Position: Data Steward/Bioinformatician

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

Research Field: Biological sciences and similar

Researcher Profile: Master's degree owner

Country: Portugal

Application Deadline: 29/01/2025

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: 15/01/2025

Is the job funded through the EU research Framework Programme: No

Reference Number: 02/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 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 Technical Coordinator

OFFER DESCRIPTION

Public notice for one fixed-term work contract for Bioinformatics Officer 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 to ensure the proper management, quality, and accessibility of biomedical data throughout its lifecycle, aligning with FAIR principles (Findable, Accessible, Interoperable, Reusable). The main tasks include curating datasets, implementing data management plans, ensuring compliance with ethical and legal standards, and facilitating data sharing and integration for research and clinical applications under the supervision of the Technical Director.

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

- Manage and maintain data-related systems, ensuring the proper operation, security, and updates of platforms and infrastructure used for storing and processing life and health data.
- Execute data backups on redundant and secure systems, ensuring privacy, security, and integrity, in compliance with FAIR principles and standards defined by the Technical Coordinator.
- Contribute to the development and deployment of tools and repositories to facilitate data management, integration, and analysis for life and health research.
- Assist in the design and implementation of information systems tailored to the needs of life sciences and health applications, enabling efficient data sharing and interoperability.

- Participate in the development and delivery of training activities for BioData.pt and ELIXIR-PT, focusing on data stewardship skills, including metadata curation, data standards, and practical tools for managing and processing data.
- Commit to continuous learning to stay updated on advancements in data stewardship, bioinformatics, and relevant tools and practices.
- Prepare detailed technical reports and support directors in drafting the technical components of project proposals and progress updates.
- Maintain accurate documentation of workflows, standards, and tools to support transparency and reproducibility.
- Provide support and guidance in training initiatives related to data stewardship, fostering a deeper understanding of best practices among users.
- Report to the Technical Coordinator, ensuring alignment with organizational goals and the effective execution of tasks.

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 1491.25 € corresponds to level 18 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, and holiday and Christmas subsidies 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** degree in Bioinformatics, Data management, Biological or Biomedical sciences/ engineering or Medical or Health sciences with proven knowledge on data management and programming, or related areas. Candidates from other scientific areas with relevant experience may also be considered.

Research experience: having participated in at least one research/development project with members of the ELIXIR infrastructure.

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: Sérgio Matos
Member: Inês Chaves
Member: Jorge Oliveira
Substitute Member: Adelino Canário

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, with a subject named BioData.pt Bioinformatician Application 02/GLIM/2025, 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 January 29th, 2025.

Start Date: To be discussed with the selected candidate