Job Offer

Position: Bioinformatics systems admin/officer
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: 03/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 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 selected candidate will primarily assist the Technical Coordinator in managing and optimizing the bioinformatics resources within the BioData.pt computational infrastructure. The candidate will work under the guidance of the Technical Director, with a strong focus on maintaining a high standard of service for the BioData.pt community.

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
Key responsibilities include:

- Supporting and maintaining bioinformatics platforms and tools to ensure robust and efficient operations.
- Performing data analysis, curation, and integration to support research and training activities.
- Perform services related to the Data Life Cycle, namely bioinformatics data analysis, data and metadata curation, data storage, and sharing.
- Developing, testing, and maintaining scripts or software to enhance data processing pipelines and automate workflows.

- Assisting in the organization and delivery of bioinformatics training sessions, including technical support during workshops.
- Updating and maintaining comprehensive technical documentation for the infrastructure, tools, and workflows.
- Proactively contributing to the continuous improvement of the infrastructure by implementing updates, identifying areas for optimization, and staying abreast of technological advancements in bioinformatics.
- Commit to continuous training to ensure ongoing professional and technical qualification to achieve optimal performance in the assigned tasks.
- Maintain comprehensive and accurate documentation of the work carried out.
- Support training in these areas.
- Report to the Technical Director.

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 1915 € corresponds to level 26 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 Technical Director of BIP4DAB Association.

6. ELIGIBILITY CONDITIONS - Required education level and research experience
The candidates should have a **MSc** degree in Biological or Biomedical sciences/ engineering or Medical or Health sciences with proven knowledge on programming and bioinformatics, Bioinformatics, 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 ref 03/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. Evidence of training on bioinformatics and data management
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