



**Universidade Nova de Lisboa**  
**Instituto de Tecnologia Química e Biológica António Xavier (ITQB NOVA)**

**Notice**

**Recruitment and hiring procedure for a Program Manager**  
**Reference 009/TRI-PhD/LS4Future/2025**

It is made public that, by order of the Dean of the *Instituto de Tecnologia Química e Biológica António Xavier (ITQB NOVA)*, issued on 6 of February, 2025, the opening of an international selection procedure was authorized under the doctorate hiring regime (Decree-Law nº 57/2016 of 29 August, with the amendment introduced by Law 57/2017 of 19 July) to fill a PhD position, to perform functions within the scope of the Associated Laboratory Life Sciences for a Healthy and Sustainable Future (LS4FUTURE), at the *Instituto de Tecnologia Química e Biológica António Xavier/Universidade NOVA de Lisboa (ITQB NOVA)*.

The Doctorate to be hired will work with science management in the scope of LS4FUTURE (Programme Contract funded by Fundação para a Ciência e a Tecnologia, I.P., with the reference LA/P/0087/2020), which will finance the respective costs.

LS4FUTURE is a unique infrastructure in Portugal dedicated to the study of Life Sciences with a transdisciplinary vision, focused on Health and Sustainability, working at various levels of complexity in fundamental, applied and translational research. The vision of LS4FUTURE fits into a global concept of *One Health*, with research directed towards Human and Environmental Health, in an integrated approach, contributing to a Sustainable Future of humanity and our planet.

**Place of work:**

The work will be carried out in the facilities of ITQB NOVA, located on *Avenida da República*, in *Oeiras*, as well as in the various institutions of the Associated Laboratory LS4FUTURE without prejudice to any travel and accommodation inherent to the duties and activities to be carried out.

**Work to be carried out:**

For the implementation of LS4FUTURE, it is necessary to create a Coordination Office that reports directly to the Coordinator and the Board of Directors of LS4FUTURE.

The Coordination Office will be made up of a team of three qualified professionals dedicated to the management of the Associated Laboratory and the development of strategic programs of international scope in the area of Careers, Internationalization and Translation. This Office will play an important role in linking, involving and promoting good practices among LS4FUTURE institutions, working closely with the offices that already exist in these institutions. The Coordination Office team must be versatile, multidisciplinary and highly motivated to fulfill the LS4FUTURE mission.

The selected candidate will be a full-time member of the LS4FUTURE Coordination Office team, where will promote the functions of Program Manager, covering the following functional contents, which may be redefined by the Coordinator or the Board of Directors:

- 1) At the management level of the Associated Laboratory LS4FUTURE:

- a) Monitoring of all the activities of the Associated Laboratory, supporting the management of the Board of Directors;
  - b) Promotion of the interaction and sharing of good practices between partners;
  - c) Organization and support for the holding of meetings and other events within the scope of LS4FUTURE;
  - d) Monitoring the financial execution and management of LS4FUTURE teams;
  - e) Collection and analysis of indicators, institutional benchmarking and preparation of reports;
  - f) Dissemination and communication within the scope of the Associated Laboratory in conjunction with the offices of the partner institutions;
- 2) At the level of coordination of the LS4FUTURE Coordination Office team:
- g) Supervision of the team from the Coordination Office that will develop projects in the areas of attraction and professional development of the Associate Laboratory's human resources, raising funding and integrating networks at an international level and establishing partnerships to transfer of knowledge to partners in the sectors of Health, Agri-food, Pharma & Biotech, Energy, municipalities and others;
- 3) At the level of LS4FUTURE human resources career management:
- h) Develop a program to attract new hires internationally within the scope of LS4FUTURE;
  - i) Develop an integrated program for the reception of new recruits by LS4FUTURE;
  - j) Promote a program for professional and personal development to promote careers in LS4FUTURE institutions.

**General requirements:**

- 1) Higher Education, with a minimum qualification at the Doctoral level in the area of Life Sciences or other relevant areas;
- 2) Fluency in: (i) Portuguese, written and spoken; and (ii) English, written and spoken.

**Specific requirements:**

- 1) Previous experience in similar or relevant roles for the position;

This application procedure is open to any national, foreign and stateless candidate(s) holding a PhD degree in the area(s) mentioned and holders of a scientific and professional curriculum showing a relevant profile for the activity to be developed.

**Characteristics to be valued:**

- 1) Post-doctoral professional experience developed in scientific institutions;
- 2) Experience in multicultural and international work environments;
- 3) Experience in writing and revising institutional or scientific texts for funding proposals;
- 4) Experience in coordinating meetings at directorate level and preparing activity reports for funding agencies and senior management;
- 5) Experience in team leadership and strong communication, interpersonal and teamwork skills.

**Category and applicable legislation:**

- PhD Researcher, salary index to the Single Salary Table (TRU) level 44, approved by *Decreto-Regulamentar* nº 11-A/2017, 29 December.
- Employment contract for an uncertain term (according to the article 18, paragraph b), and paragraph 1 and 3 of article 6, DL No. 57/2016, of August 29, amended by Law No. 57/2017, of July 19, under the legal terms in force. The contract is expected to start in Abril 2025.

- If the doctoral degree has been awarded by a foreign higher education institution (not Portuguese), it must comply with the provisions of Decree-Law No. 66/2018, of August 16th, and with all formalities established therein, fulfilled until the date of signing the contract.

**Documents required in the application:**

- Detailed *Curriculum vitae* (up to 5 pages), dated and signed which includes academic qualifications and professional situation namely, functions performed and respective periods of exercise, professional training held, as well as a clear reference to the level of proficiency in Portuguese and English;
- Motivation Letter (one page);
- Contacts of two references;
- Copy of documents proving the most recent academic qualification / PhD certificate;
- Other supporting documents considered relevant for the exercise of the function to be performed (optional).

**Selection criteria:**

- Curricular Evaluation (CA), through the evaluation of the *Curriculum vitae* and the motivation letter – 90%
- Selection Interview (SE) – 10%

The final classification will be expressed on a scale of 0 to 20 values, resulting from the application of the following formula: Final classification = 90% \* CA + 10% \* SE

Candidates will be ranked according to their score in the Curricular Evaluation, and the three candidates with the best score in this parameter, provided it is above 15 points, will be called for the interview. Candidates will also be ranked on a scale of 0 to 20 in the Selection Interview. If the vacancy is not filled, the next three candidates may be called, provided that their score in the Curriculum Evaluation is also higher than 15.

ITQB NOVA reserves the right not to proceed with recruitment in the absence of candidate(s) with the right profile.

**Composition of the Selection Committee:**

- Professor Doctor Inês Cardoso Pereira, ITQB NOVA (President)
- Professor Doctor Paula Marques Alves, IBET (1<sup>st</sup> Effective member)
- Professor Doctor Paulo Pereira, CEDOC (2<sup>nd</sup> Effective member)
- Doctor Margarida Trindade (1<sup>st</sup> Substitute member)

**Deadlines of applications:**

The application **call starts on 13<sup>th</sup> February and ends on 16<sup>th</sup> March 2025, new deadline.**

**Submission of applications:**

All documents **must** be sent as a **single PDF** file by email to [concursos@itqb.unl.pt](mailto:concursos@itqb.unl.pt) indicating the Reference 009/TRI-PhD/LS4Future/2025 in the subject.

**Notification of Results:**

All candidates will be informed of the decisions by e-mail.

**Non-discrimination and equal access policy:**

Under ITQB NOVA actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, harmed or deprived of any right, on basis of age, sex,

sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, race, territory of origin, language, religion, political or ideological convictions, and trade union membership.

Under the terms of Decree-Law No. 29/2001, of February 3, the candidate with a disability has preference in equality of classification, which prevails over any other legal preference. Candidates must declare on the application form, under oath, the respective degree of disability, the type of disability and the means of communication/expression to be used in the selection process, under the terms of the aforementioned diploma.

The full notice of this tender process will be available on the page <https://euraxess.ec.europa.eu/> and on the ITQB NOVA website <https://www.itqb.unl.pt/jobs/>

Oeiras, 12 de fevereiro de 2025 – O Diretor do ITQB NOVA, Professor Doutor João Paulo Serejo Goulão Crespo