

Senior Project Manager [M/F] - 1 Position

Post Reference: CCMAR/GSP/31/2024

The Algarve Centre for Marine Sciences (CCMAR) opens one (01) position for Senior Project Manager (M/F)/(Técnico Superior) to meet temporary needs, under an uncertain-term employment contract, to support the work carried out in the financial services of CCMAR under the following conditions:

1. About CCMAR:

CCMAR (<https://ccmar.ualg.pt/>) is one of the leading marine science research centres in Portugal, rated Excellent in evaluations promoted by the Foundation for Science and Technology (FCT). With a multidisciplinary team, well-equipped facilities, and laboratories, CCMAR engages in core areas such as research, training, business, societal engagement, and collaboration.

2. Tasks to be performed:

Tasks to be performed: We are looking for a person with extensive experience in supporting the preparation of applications and managing complex research projects from pre-award to final reporting/closure. Reporting directly to the director of financial services, the main responsibilities will include:

- Support the organization and management of ongoing projects at CCMAR (from contracting to final reporting).
- Support the preparation of applications for national and international funding.
- Other related tasks.

3. Monthly Gross Salary: 1649.15 €

4. Application Process and Submission: Only applications submitted through the CCMAR website will be considered: <https://ccmar.ualg.pt/oportunidades-de-carreira>.

Applications are considered properly submitted only after the candidate has received a confirmation email from CCMAR. Applications (in Portuguese) must include:

a) Motivation Letter (in Portuguese).

b) Detailed CV (in Portuguese).

c) Copy(s) of the Bachelor's and/or Master's degree certificate in Business Management, Accounting, Economics, or a similar field.

d) Email contacts of up to 3 references (by providing these contacts, you authorize the references to be contacted).

Failure to submit all this documents/information will result in immediate disqualification of the application.

5.Required profile:

- a) Bachelor's and/or Master's degree in Business Management, Accounting, Economics, or a similar field.
- b) Fluency in the Portuguese language.

Non-compliance with these requirements invalidates the application. Provision of false documentation will be punished by law.

The ideal profile would include the following:

Qualifications:

- Bachelor's and/or Master's degree in Business Management, Accounting, Economics, or a similar field.

Experience and Skills:

- 5 years of experience in similar roles in a scientific research environment in the financial management of national and international projects (from pre-award to project closure).
- Strong ability to manage multiple tasks simultaneously.
- Strong sense of rigor, organization, and responsibility in meeting deadlines.
- Fluency in English and Portuguese language.

6. Working contract conditions: uncertain term employment contract expected to start in September 2024.

7.Working Schedule: 35 hours weekly

8.Working Place: CCMAR

9.Application Period: between the 13th of August 2024 and 09th of September 2024 at 23:59 (Lisbon time, Portugal).

10.Selection Committee: Dr. Cristina Inácio, director of financial services at CCMAR (jury president); Professor Adelino Canário, President of the CCMAR Board (member); and Dr. Sofia Engrola, member of the CCMAR Board (member).

11.Selection Criteria:

Through the analysis of the application documents the evaluation criteria for the applications and their relative weight for ranking are as follows:

- a) Bachelor's and/or Master's degree in Business Management, Accounting, or Economics (10%);
- b) Proven professional experience in managing international and national research funding, including knowledge of the respective legal frameworks (30%);
- c) Experience in supporting the preparation of applications for international and national funding (25%);
- d) Experience working in academic institutions (research and/or higher education) (20%);
- e) Excellent command of Portuguese and English (10%);
- f) Experience working in multidisciplinary teams (5%).

The selection committee reserves the right to contact and interview candidates if additional information or clarification of any curricular aspect is necessary. In case it takes place, the interview aims to evaluate in more detail the curricular items used to grade the candidate according to the list above.

In the eventuality that no applicant has the necessary profile, the selection committee reserves the right to close the call without any recruitment. In the event that the selected person does not take up the position because of failure to comply with documentary requirements or any other reason, or later during the contract if they resign, the jury reserves the right, upon convenience and opportunity, to assign the position to the next applicant in accordance with the ranking positions based on the selectable list that can be used up to 12 months of the date of the present announcement.

12.Results: The lists of admitted and excluded candidates, and the final classification list, shall be posted on the CCMAR website at <https://ccmar.ualg.pt/oportunidades-de-carreira> and all candidates will be notified by email.

13.Preliminary Hearing and Final Decision Deadline: After notification, candidates have 10 working days to contest the preliminary decision sending an email to the selection committee. The final decisions will be announced within 90 days of the application deadline.

14. Final Information:

14.1) Candidates holding certificates proving degrees issued by a foreign university must have their certificate recognised in Portugal when signing the employment contract. Failure to do so justifies exclusion from the procedure. Information on degree recognition can be obtained from any Portuguese university or here.

14.2) The board of Directors reserves the right, due to a change in circumstances at the date of the present announcement, to cancel the present call without any recruitment.

14.3) CCMAR endorses the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).

14.4) Disabled candidates have a preference in case of equal classification, which prevails over any other legal preference. Candidates must declare in their application, under oath, their disability degree, type of disability, and means of communication/expression to be used in the selection process, under the aforementioned decree.

14.5) CCMAR's non-discrimination and equal access policy: No candidate may be privileged, benefited, prejudiced, or deprived of any right or exempt from any duty on the grounds of, namely, ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, social origin or condition, genetic heritage, disability, chronic illness, nationality, ethnicity, territory of origin, language, religion, political or ideological beliefs, and union membership.

August the 9th 2024