

Project Manager (W/M) - 1 Vacancy

Reference: CCMAR/GP/04/2026

Project: Aquaserv ref. 101131121

The Algarve Centre of Marine Sciences (CCMAR) seeks to hire a Project Manager (M/F) to fulfill contractual activities within the Aquaserv project - Number 101131121 HORIZON-RIA, funded by the European Commission.

Responsibilities:

- * Management of the project's administrative aspects, ensuring tasks are completed by partners.
- * Monitoring of project progress from an administrative perspective, including reports, payment procedures, and workplan.
- * Preparation of technical reports and deliverables for the European Commission.
- * Coordination and implementation of the project's internal communication procedures, including organisation of meetings and events, drafting minutes, conference calls, and webinars.
- * Support to project partners on contractual, financial, or legal matters.
- * Support and contribution to the development of CCMAR's strategy.

Specific Requirements:

1. The successful candidate must hold a master's or doctoral degree in science management or have a scientific career specialised in project management.
2. Experience in the technical management of EU Horizon programme research projects.
3. Knowledge of procedures within European projects, including familiarity with the Funding & Tenders Portal.
4. Proficiency in office, project management, and digital communication tools, such as MS Office (Word, Excel, etc.), MS Teams, Zoom, etc.
5. Familiarity with EU legal issues, data management plans, GDPR compliance, and other relevant national and European regulations.
6. Excellent communication skills and proficiency in written and spoken English.
7. Proven ability to organise in-person and online meetings.
8. Strong team spirit with a collaborative mindset and the ability to perform activities independently.

Start Date: The contract is expected to begin on April 1, 2026, and will last only long enough to complete the work plan.

Workplace: CCMAR (University of Algarve, Gambelas Campus, Faro, Portugal), with occasional travel, primarily within Europe.

Working Hours: 35 hours per week.

Monthly Remuneration and Benefits: Gross monthly salary – €1,900 to €3,588, according to qualifications and experience in addition to coverage under the CCMAR Group Life Insurance Policy and the option to enrol in the CCMAR Group Health Insurance, with costs shared 50% by CCMAR and 50% by the employee.

Application Period: From February 3 to February 20, 2026.

Selection Panel: The selection panel is composed of Professor Adelino Canário, Chairman of the CCMAR Board, and Emeritus Professor at the University of Algarve (panel president); Professor Deborah Power, group leader at CCMAR and Professor at the University of Algarve (panel member); and Doctor Cymon Cox, Principal Investigator and group leader at CCMAR (panel member); Doctor Ana Amaral, Science Manager at CCMAR (substitute member); João Cardoso, Assistant Professor at the University of Algarve and member of CCMAR (substitute member).

Application Submission Process and Mandatory Documents:

Applications must be complete and submitted via the CCMAR website at <https://ccmar.ualg.pt/oportunidades-de-carreira>. Applications are considered submitted only after the candidate receives a confirmation email from CCMAR.

Applications must be in English and include:

1. A motivation letter.
2. A detailed curriculum vitae (organised according to the specific requirements and relevant experience for the selection criteria).
3. A copy of the higher education diplomas (only the highest qualification).
4. Email contacts of up to 3 references to whom recommendation letters will be requested.
5. Other documents considered relevant by the candidate for the application.

Failure to include the documents from points 1 and 2, or false statements, will result in immediate rejection of the application.

Selection Criteria: Selection will be based on the documents provided. However, the selection committee reserves the right to contact candidates and conduct interviews if additional information or clarification on any curricular aspect is needed. Evaluation will follow the weighted criteria:

- a) Curriculum Vitae describing project management experience, relevant skills and achievements, and other relevant activities (60%).
- b) Motivation Letter (20%).
- c) Recommendation Letters (20%).

If no candidate meets the required profile, the selection committee reserves the right to close the selection process without proceeding with recruitment. If the selected candidate does not assume the position due to failure to meet documentary requirements or for any other reason, or if they resign, the panel reserves the right, for convenience and opportunity, to assign the position to the next candidate in the ranked list, based on the selection reserve list, which may be used for up to 24 months from the date of this announcement.

Results, Right to be Heard and Deadline for Final Decision:

- Pursuant to Article 121 of the Administrative Procedure Code, after being notified, all candidates have 10 working days, counted from the date the notification is sent by email, to contest the provisional decision.

- The lists of admitted and excluded candidates, as well as the final ranking list, will be published on the CCMAR website at <https://ccmar.ualg.pt/oportunidades-de-carreira>, and all candidates will be notified by email.
- The final decision will be validated by the CCMAR Board of Directors, and all candidates will be informed (by email) within 90 working days from the deadline for submission of applications.

Final Information

- The CCMAR Board of Directors reserves the right to cancel the present recruitment procedure, without hiring, should any change in circumstances related to the project occur.
- Candidates with a disability have preference in the event of equal classification, which shall prevail over any other legal preference. Candidates must declare in their application, under a declaration of honour, their degree of disability, the type of disability and the means of communication/expression to be used in the selection process.
- CCMAR encourages applications from persons with a degree of disability, including disability $\geq 60\%$.
- CCMAR endorses the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Charter and Code).
- CCMAR Non-Discrimination and Equal Access Policy: No candidate may be privileged, benefited, disadvantaged or deprived of any right, or exempt from any duty, on the grounds, namely, of 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 convictions or trade union membership.

The panel members approved this announcement on January 30, 2026.



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