

Open Call for a Professional Internship within the Collaborative Centre Unit

The Collaborative Centre Unit led by Luís Valente at the Instituto Gulbenkian de Ciência is welcoming applications to a Professional Internship position on Administrative Assistance, according to DL 66/2011 with the following conditions:

1. Duration: The Professional Internship will have the duration of 12 months, expected to start in June 2021.

2. Subject of Activities/ Work Plan: The intern will work very closely with Leonor Ruivo on the implementation and follow up phases of four educational projects developed in cooperation with Portuguese-speaking African countries. By the end of the internship, the candidate should be able to 1) independently manage the daily communication with the different partners and the administrative tasks of all the cooperation projects with Portuguese speaking African countries 2) organize the logistics related to educational projects or training courses; 3) plan interviews and communicate with both interview panelists and candidates; 4) apply techniques for project impact measurement and follow up communication with project stakeholders.

3. Service Unit: Collaborative Centre Unit – Luís Valente and Leonor Ruivo

4. Profile and Selection Criteria: Eligible candidates should have a BSc in International Relations or African studies. Candidates with a Life Sciences background that wish to pursue a career in supporting the democratization of science may also be considered. In order to take full advantage of the internship, the candidate must have good communication and intercultural skills, should be proficient in Portuguese and have a good level of spoken and written English. Additionally, the candidate should have a good understanding of Microsoft office tools, strong planning and organizational skills. A proactive attitude and attention to detail would be a plus.

5. Subsidy Month: 789,86€ + meal allowance (4,77€ per working day). The payment will be made by bank transfer.

6. Application Documents: Motivation letter, 2 reference contacts, *Curriculum Vitae* and proof of degree should be sent by e-mail in a single PDF file named "*CandidateName_ADMINCall2021.pdf*".
Email: collaborative@igc.gulbenkian.pt

7. Methods of Selection and Evaluation: The selection procedure shall be as follows: CV and motivation letter (50%). The selected candidates will be invited for an interview (50%). The total evaluation is the sum of these two evaluations.

8. Jury Selection: Chairman: Luís Valente, PhD. Other members: Leonor Ruivo, PhD, Susana Miranda and Regina Fernandes.

9. Form of Advertising / Notification of results: The applicants will be notified by email about the results.

10. Application Period: Applications will be accepted starting from 7th May 2021 until 31st May 2021.