

Project Manager (post award)
Instituto Gulbenkian de Ciência, Oeiras, Portugal

The **Instituto Gulbenkian de Ciência (IGC)** is looking for a highly motivated Project Manager as member of a Project Management Team

The Instituto Gulbenkian de Ciência (IGC, www.igc.gulbenkian.pt) is owned by the Fundação Calouste Gulbenkian, a private charitable foundation promoting innovation in charity, arts, education and science. The IGC is an internationally recognised research institute devoted to biological and biomedical research, innovative training and to transforming society through science, towards “solving tomorrow’s challenges”. The values IGC thrives to and aims to spread to society are scientific excellence, originality, open communication, tolerance and cooperative independence. IGC strategy also includes investment in outstanding central facilities, participation and development of national and international networks and activities, as well as in public dissemination, outreach activities and the promotion of science in the developing world (see more and quantitative info in <http://www.igc.gulbenkian.pt/annualreport>). The IGC has a vibrant environment, composed by approximately 400 people, 300 scientists, amongst which 30% are foreigners from over 40 nationalities.

ROLE

- Financial and administrative management of externally financed project (national and international)
- Together with the project head (principal investigator or facility head) coordinate the project(s) since their award until final report to the financing party, assisting in possible audits.
- Assist on the necessary recruitment foreseen in the project(s) in connection with our HR department
- Assist on tender preparation for equipment purchases foreseen in the project(s)
- Liaison with HR department for all necessary matters of the project(s) under his/her responsibility

REQUIREMENTS

- A minimum of 3 years' experience in Project Management. Preference for candidates with experience managing scientific projects funded by national and international funders (ex. FCT, FP7, H2020, ERC, Marie Skłodowska-Curie, etc...)
- Knowledge of general accounting, cost controlling and financial reporting principles
- Despite working in a team must have autonomy and responsibility to take decisions
- SAP Project System module experience
- Intercultural skills and high capacity to work in a team
- Fluent in English
- Preference for former FCT Fundação para a Ciência e Tecnologia employees.

WE OFFER

- Competitive salary depending on candidate level of expertise
- Continuous training
- Career development perspectives
- Fantastic working atmosphere

APPLICATION FORM

Applications must include a Letter of Motivation and Curriculum Vitae sent by email to igc-positions@igc.gulbenkian.pt, with the subject "APPLICATION PROJECT MANAGER POSITION".

SELECTION PROCEDURE

After a pre-analysis of Curriculum Vitae, letter of motivation and recommendations the selected candidates will be contacted for an interview.

NON- DISCRIMINATION AND EQUAL ACCESS POLICY

The Instituto Gulbenkian de Ciencia of the Calouste Gulbenkian Foundation actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefitted, impaired or deprived of any rights whatsoever, or be exempt of any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.