

## Advanced Training Unit Instituto Gulbenkian de Ciência, Oeiras, Portugal

The **Instituto Gulbenkian de Ciência (IGC)** is looking for a highly motivated person, with advanced organization skills to join the IGC Advanced Training Unit.

The IGC ( <https://gulbenkian.pt/ciencia/> ) is part of 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 core 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. The IGC has a vibrant environment, composed by approximately 350 people, 250 scientists, amongst which 40% are foreigners from over 40 nationalities.

The main responsibility and functions will be to assist the head of the Advanced Training Unit, in particular,

- Do the administrative work of the Advanced Training Unit;
- Oversight of student contracts and fellowships;
- Welcome of new students, and all administrative logistics associated;
- Organizes invited faculty logistics like travel, accommodation, transfers, etc;
- Course documentation: attendance sheets, course evaluations, feedback questionnaires by students and faculty;
- Organization of Training events: visits, PhD Thesis Defenses, Classes;
- Maintenance of student and alumni databases.

### Profile

A BSc in social, life or exact sciences. The desired candidate has excellent communication skills, including an excellent level of spoken English, enabling communication and work in an international setting. An advanced level of Microsoft office tools is of advantage.

The candidate needs to have high level of commitment and a collaborative attitude and show troubleshooting capacity and attention to detail.

### Reporting Line

- Report to the Head of Advanced Training Unit

### We Offer

- A 12-month working contract, with an IGC's partner company, with the possibility of renewal for an equal period of time



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

The successful candidate will encounter a highly dynamic and stimulating environment that provides the conditions to develop a strong skills portfolio in the pre-award processes. The post holder will benefit from integrating an experienced team dedicated to research funding, committed to the professional development and continuous training of its members.

The Instituto Gulbenkian de Ciência provides a supportive and international environment in a world-class academic context, which results in a rewarding and highly stimulating working environment, at the forefront of life science.

### **Location**

Office base is at Oeiras/Lisbon.

### **Application Process**

Interested candidates should send their applications to [aarandasilva@igc.gulbenkian.pt](mailto:aarandasilva@igc.gulbenkian.pt) in a single PDF file containing a) Motivation Letter (1 page max); b) *Curriculum vitae* (2 pages max) and c) contacts of two references, stating whether these could be approached upon: i) application submission, ii) invitation for interview or iii) before offer is made.

Applications will start being reviewed by 15<sup>th</sup> January 2022 until position is filled.

Preference may be given to candidates that apply by this date.

### **Selection Procedure**

A first-round will consist of an assessment of eligibility and the analysis of the application containing the letter of motivation, CV, a brief description of most relevant professional activities, and recommendations. Short-listed applicants will be invited for a second round, involving an individual interview, in person, or via video conference

All candidates (taxpayers in Portugal) are required to present evidence of the fulfilment of their individual obligations towards the Portuguese Tax Authority and Social Security. Failure to comply with this requirement will be considered as a criterion for exclusion from the recruitment process.

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

The IGC 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.