

**Administrative Assistant
Professional Internship
Instituto Gulbenkian de Ciência, Oeiras, Portugal**

The **Instituto Gulbenkian de Ciência (IGC)** is welcoming applications to a Professional Internship position on Secretary, 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 April 2022.

2. Subject of Activities/ Work Plan: The intern will work very closely with IGC Board of Directors. By the end of the internship, the candidate should be able to 1) Providing administrative, logistic and technical support to the Directors of the Institute according to the needs; 2) Processing of internal orders for requests/purchases made by the Board; 3) Directors' office archive and documentation organization; 4) Handling and processing of diverse documents (ie agreements and letters received and issued); 5) Providing support to Board of Directors' Meetings organization (pre-meeting, during and after); 6) be independent in other generic secretariat support to Board of Directors' office .

3. Location: Office base is at Oeiras/Lisbon.

4. Profile and Selection Criteria: Eligible candidates should have a Bachelor in secretarial administration, general administration or similar. The candidate must have excellent communication skills (verbal and written), in Portuguese and English. Additionally, the candidate should have a good understanding of Microsoft office tools, strong planning, good organizational skills, and ability to work under pressure and meet deadlines is a must. Thorough understanding of secretarial principles, particularly related with dealing with sensitive information is key. A proactive attitude and attention to be detail would be a plus.

5. Subsidy Month: depending on candidate level of expertise and academic degree + meal allowance (4,77€ per working day). The payment will be made by bank transfer.

6. Application Documents: a) Motivation letter (1 page max), b) *Curriculum vitae* (2 pages max) and c) 2 reference contacts, should be sent by e-mail in a single PDF file to igcpositions@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. Form of Advertising / Notification of results: The applicants will be notified by email about the results.

9. Application Period: Applications will be accepted starting from 12th March 2022 until the position is filled.