



Gulbenkian
Institute for
Molecular
Medicine

GIMM is recruiting a Lab Manager under an Employment Contract - Reference GIMM/CT/36-2024

The GIMM – Gulbenkian Institute for Molecular Medicine is a pioneering Portuguese private research foundation with an ambitious vision for fundamental scientific exploration and its profound impact on global health and well-being. Founded in 2023, GIMM is the result of the merge of two leading research institutes: Instituto de Medicina Molecular João Lobo Antunes (iMM) and Instituto Gulbenkian de Ciência (IGC) and dedicates to unraveling the fundamental mysteries of life and aims to be at the forefront of transdisciplinary research.

What GIMM seeks: GIMM is looking for a Lab Manager to join our recently established Microbiome in Health and Disease Translational Laboratory coordinated by Ana Santos Almeida, part of the GIMM Care Program, within the research project *“iMM-Care- Boosting Clinical Research for the Benefit of Society”* - HORIZON-WIDERA-2022-ACCESS-01-01-two-stage, funded by European Commission and with co-funding from the Portuguese Government.

GIMM-CARE is the brand new clinical and translational branch of GIMM – the Gulbenkian Institute for Molecular Medicine in Lisbon, Portugal. CARE aims to profoundly transform how clinical and translational research is conceptualized and implemented to deliver effective solutions to the most pressing health needs. Pioneering in Portugal, CARE is building a mission-driven, human-centred and data-driven research and innovation model, based on the involvement of all sectors and stakeholders – including citizens, patients, health professionals, researchers, businesspeople, industry, health authorities and government – in interdisciplinary, cross-sectoral collaborations to solve health challenges.

Work Plan activities

- a) Providing support for research projects by conducting experimental work.
- b) Assisting in the training of new team members.
- c) Developing Standard Operating Procedures (SOPs) for laboratory procedures.
- d) Ensuring the optimal performance of laboratory equipment by adhering to quality standards, creating operation, quality, and troubleshooting procedures, and ensuring staff compliance.
- e) Initiating, coordinating, and enforcing sample management systems, policies, and laboratory procedures.
- f) Supporting the preparation and submission of research projects and report writing.
- g) Participation in outreach and dissemination activities.
- h) Coordination with the PI on all management and overall operation projects.

Profile of Candidate

Required:

- a) MSc degree in Health Sciences or Biomedical Sciences.
- b) Experience in managing a laboratory in either academia or industrial settings.
- c) Experience in DNA extraction for sequencing, quantitative PCR technique, and bacterial culturing.
- d) Proven experience in mentoring or supervising junior researchers.

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- e) Strong organizational skills and attention to detail.
- f) Excellent written and oral communication skills in English.

Preferential:

- a) Experience in microbiology (bacteriology), molecular biology and immunology.
- b) Proven experience in project management.
- c) Prior involvement in an industrial setting.
- d) Experience in grant writing and applying for European funding.
- e) Demonstrated ability to thrive in a fast-paced, highly interdisciplinary environment.
- f) A flexible mindset focused on solutions.
- g) Forward-thinking, can-do, proactive attitude.
- h) Ability to work both independently and collaboratively.

What GIMM offers: GIMM offers an outstanding working conditions including a full time and Unfixed-term employment contract predicted to start in March 2025 for a predicted duration of 12 (twelve) months and maximum duration of 48 (forty-eight) months. Gross monthly salary between 1.450,00-1.650,00€ depending on the candidate's proven experience and qualifications and in accordance with the internal regulations, as well as Holidays and Christmas allowances subject to the current mandatory taxes accordingly to Portuguese Labor Law. A meal allowance will also be paid in the amount of 6€ per each working day.

How to apply: The call is open from 17th of December 2024 until 22nd of January 2025 (25 working days). Please submit your Motivation Letter in English, Detailed CV, MSc degree certificate and contacts of 2 references in PDF format to People & Culture Team through the email people@gimm.pt, by identifying the reference of the position in the "Subject".

Note: Candidates who incorrectly formalize their application or do not submit the documents proving the compliance with the requirements indicated in the call will be excluded. The jury has the right to require to any candidate, in case of doubt, to present documents proving their statements.

Non-discrimination and equal access policy: GIMM promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, sex, sexual preference, marital status, family and economic conditions, instruction, 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.

International environment and experience: Diversity is a fundamental aspect of the essence of GIMM, where researchers and non-researchers of different nationalities, backgrounds and areas of study work together, promoting the exchange of experiences and interactions, contributing to the personal and professional development of each person and to the existence of an international, inclusive and stimulating environment.





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Pursuant to Decree-Law nr 29/2001 of 3rd February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

Evaluation Criteria: Applications will be evaluated by Ana Santos Almeida (President of the Jury), Ilana Gabany and Zita Carvalho-Santos (all PhD's), in accordance with the following method:

- First phase: Curriculum Analysis (30%) and Motivation Letter (30%).
- 2nd Phase: Interview (40%). Only the candidates who score at least 50% in 1st Phase, will be selected for the Interview. References will be contacted for the top 2 candidates and will be used solely for fact checking the candidate's ability and CV.

In the event of a tie, the decision will be the responsibility of the chairman of the jury.

Results: Both admitted and excluded candidates list and final classification list shall be communicated to all admitted candidates through email.

Preliminary Hearing and Final Decision Deadline: After notification, all candidates have 10 working days to respond. Panel's final decisions are pronounced within a period of 90 days, from application deadline.

The present call is exclusively aimed at filling the indicated vacancy and may be terminated until the homologation of the final candidates' ranking list and expires with the respective occupation of the position on offer.

Lisbon, 16th of December 2024



Funded by
the European Union



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