



Gulbenkian
Institute for
Molecular
Medicine

**CALL FOR A RESEARCH FUNDING OFFICER HIRING UNDER ARTICLE 19 FROM DECREE-LAW NR 57/2016,
OF 29th AUGUST, ALTERED BY LAW NR 57/2017, OF 19th JULY -**

Reference GIMM/CT/3-2025

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.

GIMM opens a call to hire a Research Funding Officer correspondent to the initial level according to the Applicable Regulation, under an Unfixed-term contract with the funding support by Plano de Recuperação e Resiliência (PRR), under the project Centros de Tecnologia e Inovação (CTI).

Regulation

- Decree-Law nr 57/2016, from 29th August, altered by Law nr 57/2017, from 19th July, that approves a Doctoral Hiring regime to stimulate Scientific and Technological Employment in all knowledge areas (RJEC).
- Portuguese Labor Law, approved by Law nr 7/2009, from 12th February in its current writing.
- Regulatory Decree Nr 11-A / 2017, of 29th December.
- Decree-Law nr 108/2023, of 22nd November.

Work Plan Activities

The Research Funding Officer will be integrated in the Funding and Innovation Office (FIO) and will provide support to GIMM research groups and facilities in their funding strategies and plans, and in the preparation of competitive proposals accordingly. The new member will further support the institutional R&I funding strategy and efforts. The successful candidate will be assigned the following responsibilities and activities:

- a) supporting assigned GIMM research groups and research facilities in research funding strategies and plans;
- b) identifying and matching competitive funding opportunities with research groups and research facilities' funding strategies, interests and needs;
- c) supporting all steps of proposal preparation and submission, namely consortium building and management, administrative institutional information, budget specification and calculation, ethics and data management compliance, recommendations and guidelines for the impact and implementation sections, proposal review and proof reading, and liaising with national and international funding agencies;
- d) supporting the negotiation of grant and consortium agreements of projects selected for funding
- e) analysing the national and international research funding landscape and trends to inform and support institutional funding strategy;



- f) building consortia and preparing proposals to funding opportunities according to the institutional funding strategy.

Members of the Jury: According to article 28 nr 5 from REC and article 13 from Decree-Law nr 57/2016, from 28th of August, altered by Law nr 57/2017, from 19th of July, the jury is composed by Francisca Vasconcelos (President of the Jury), Carolina Cunha and Pedro Silva.

Start Date and workplace: The contract is expected to start in March 2025 and will remain only for the necessary execution period of the work plan; the activities will be developed in GIMM installations in Lisboa/ Oeiras -and/or other necessary locations to their execution.

Monthly remuneration: Gross monthly Remuneration is 2.294,95€, in accordance with subsection a), section 1, article 15 from Law nr 57/2017, 19th July, and with the remuneration position at initial level predicted in article 2 of Regulatory Decree nr 11-A/2017, of 29th December, correspondent to level 33 at Tabela Remuneratória Única, approved by Order nr 1553-C/2008, 31st December and updated by Decree-Law nr 108/2023, of 22nd November.

Profile of Candidate: Any National, foreign and stateless candidate(s) that hold the following requirements can apply:

- a) PhD ideally within the field of Life Sciences/Health
- b) Experience in research funding management and support, ideally in relevant support units or research groups at biomedical research institutes;
- c) Solid knowledge about competitive funding programs and schemes at regional, national and international levels and acquaintance with their grant application procedures.
- d) Proficiency in written and spoken English;
- e) Proactivity, orientation to customer and results, good priority setting, time management and problem solving skills;
- f) High level of resilience and ability to work effectively under pressure;
- g) Team player with the ability to work independently;
- h) Good command of IT tools from a user perspective.

Application process: The call is open from 15th January until 25th of February 2025 (30 working days), and the application documents (indicated below) should be submitted, in PDF format, to People & Culture Team through the email positions@gimm.pt, by identifying the reference of the position in the "Subject":

- a) Motivation Letter in English;
- b) Detailed CV;
- c) PhD Certificate;
- d) Other documents that applicant may consider to be relevant to prove the scientific course.





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.

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: The admitted applications will be evaluated taking into account the quality, timeliness and relevance of the scientific path (scientific production and research experience) and curriculum of each candidate (a) and their adequacy to the proposed work plan.

- ✓ **First phase:** Curriculum Analysis (60%) and Motivation Letter (30%) - Based on the Curriculum, it will be analyzed qualitatively its content and relevance for the open position, including relevant experience and knowledge related with the proposed work plan as described in the candidate profile (70%). Based on the letter of motivation the motivation and interest for the activities to be performed will be evaluated (20%), written communication in English language (10%).
- ✓ **Second phase:** The jury will select for the interview (evaluation: 10%) the top 3 candidates who obtained the highest ranking in the first phase, with a minimum of 80%, or the number of candidates, up to 5, who obtained in the first phase a minimum rating of 70%. In the event of a tie, the decision will be responsibility of the chairman of the jury.
 - i. After evaluation of all admitted applications, the jury will write a meeting minute with all process of recruitment, evaluation and selection including an ordered short list of approved candidates (alphabetic order) and their respective classification.
 - ii. The final decision of the jury shall be validated by the Head of the Institution, who is also in charge of deciding about the hiring.





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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, 14th of January 2025



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