

## GIMM is recruiting a Clinical Study Coordinator under an Employment Contract - Reference GIMM/CT/38-2025

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.

**What GIMM seeks:** GIMM is looking for a Clinical Study Coordinator to join our recently established Microbiome in Health and Disease Translational Laboratory, led by Ana Santos Almeida, and support the implementation and management of our clinical studies in collaboration with partner hospitals across the Lisbon Metropolitan Area.

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.

This position will be funded by the European Commission within the project **“iMM-Care- Boosting Clinical Research for the Benefit of Society” (#101060102) - HORIZON-WIDERA-2022- ACCESS-01-01-two-stage**, to execute the following activities:

- a) Act as a liaison between doctors, nurses, researchers, biobank staff, and patients.
- b) Contact and support study participants throughout the study.
- c) Ensure accurate and timely entry of data into research databases.
- d) Manage and maintain the study’s online platform.
- e) Participate in clinical and multidisciplinary meetings at partner hospitals.
- f) Coordinate study activities in accordance with the study protocol.
- g) Assist with preparation for audits, inspections, and ethics committee submissions.
- h) Coordinate sample management systems and ensure adherence to laboratory policies and procedures.
- i) Participate in outreach and dissemination activities.
- j) Collaborate closely with the Principal Investigator on the overall management and operations of the project.

### Profile of Candidate

#### Required

- a) MSc in Medical Sciences, Biomedical Sciences, or related fields (e.g., Nursing, Clinical Analysis, Nutrition).
- b) Fluency in spoken and written Portuguese.
- c) Prior experience as a clinical study coordinator.



- d) Solid knowledge of ICH E6 Good Clinical Practices (GCP).
- e) Willingness and flexibility to travel within the Lisbon Metropolitan Area.
- f) Experience working in a clinical setting.
- g) Proactive and dynamic approach to work.
- h) Ability to work both independently and within a multidisciplinary team.
- i) Strong sense of responsibility, organizational skills, and attention to detail.

**Preferential**

- a) Clinical Investigator Certificate – Level 1 (Certificado de Investigador Clínico – Nível 1).
- b) Experience with REDCap or similar databases.
- c) Fluency in spoken and written English.
- d) Comfortable working in a multidisciplinary and fast-paced environment.
- e) Flexible, solution-oriented mindset with a proactive and assertive attitude.
- f) Forward-thinking with a strong sense of initiative and teamwork.

**What GIMM offers:** GIMM offers outstanding working conditions, including a full-time and Unfixed-term employment contract, predicted to start in July 2025, for an estimated period of 12 (twelve) months (possibility of being extended). Gross monthly salary of 1.500,00€, and 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 7,80€ per each working day.

**How to apply:** The call is open from 6<sup>th</sup> to 30<sup>th</sup> of June 2025, and the application documents (indicated below) should be submitted, in PDF format, to People & Culture Team through the email [positions@gimm.pt](mailto:positions@gimm.pt), by identifying the reference of the position in the “Subject”:

- a) Motivation Letter in English;
- b) Detailed CV;
- c) MSc degree Certificate;
- d) Contact of 2 references.

**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 3<sup>rd</sup> 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), Mariana Moreira and Madalena Reis, in accordance with the following method:

- **1<sup>st</sup> phase:** Curriculum Analysis (60%) and Motivation Letter (20%).
- **2<sup>nd</sup> Phase:** Interview (20%): The jury will select for the interview the 5 candidates who obtained in the first phase the highest ranking, with a minimum of 70%. 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, 5<sup>th</sup> of June 2025



Funded by  
the European Union

