

GIMM is recruiting a Laboratory Manager under an Employment Contract - Reference GIMM/CT/55-2025

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: At this moment, GIMM is looking for a **Laboratory Manager** to join the Genome Maintenance and Evolution Laboratory coordinated by Marco Fumasoni, under the research project with reference UID/50005/2020, **funded by the Fundação para a Ciência e a Tecnologia (FCT)**, to execute the following activities under the supervision of Marco Fumasoni:

- Coordinate and supervise the lab's day-to-day operations, including research projects and experiments;
- Prepare and maintain lab stocks, reagents, and solutions, ensuring timely availability;
- Provide support for wet lab experiments when needed, assisting all lab members;
- Develop and implement standard operating procedures (SOPs) to ensure compliance with safety, quality, and regulatory standards;
- Organize and maintain laboratory databases, including inventories, protocols, and experimental records;
- Manage laboratory budgets, resource allocation, procurement of supplies, and maintenance of equipment to ensure optimal functionality;
- Train staff and lab members across all developed protocols, including safety, experimental techniques, and operational procedures;
- Collaborate with researchers across departments to enhance lab productivity and facilitate interdisciplinary projects.

Work plan and objectives to be achieved:

The Lab Manager will oversee the daily operations of the laboratory, ensuring a productive, safe, and collaborative environment. This role involves supporting the Group Leader (GL) and all lab members (MSc, PhD students, and postdocs) in their research activities and experimental needs.

Profile of Candidate

- a) Master's Degree in STEM areas;
- b) Strong leadership and organizational skills to effectively manage lab operations and personnel;





- c) Proficiency in laboratory management software, data analysis tools, and database organization;
- d) Excellent communication and interpersonal skills to foster teamwork and collaboration;
- e) Knowledge of grant writing, funding applications, and budget management;
- f) Expertise in laboratory safety protocols, experimental techniques, and compliance standards;
- g) Previous experience with yeast genetics and general microbiology techniques will be highly valued.

What GIMM offers: GIMM offers an outstanding working conditions including a full time and unfixed-term employment contract predicted to start **in November 2025** for the necessary period to execute the work plan. Gross monthly salary of **2.500€** in accordance with the project budget 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: Please submit your Detailed CV; Motivation Letter; Master's degree certificate; Contact Details of Two Referees - in PDF format to People & Culture Team through the email positions@gimm.pt, **from September 29th 2025 until October 19th 2025**.

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: Applications will be evaluated by Marco Fumasoni (President of the Jury), Isabel Gordo and Ana Garona (all PhD's) (GIMM), in accordance with the following method:





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- a) A 1st selection will be based upon the cover letter (30%) and CV evaluation (40%) , the fit for the lab (30%), and a virtual discussion (if necessary);
- b) The top 3 candidates for the first selection will pass to the 2nd selection, which will be based upon an in-depth interview and evaluation of support letters.

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.

Oeiras, September 26th 2025



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