

Expression of Interest - Assistant to the Boards

Open Call for Assistant to the Boards– Expression of Interest

The Gulbenkian Institute for Molecular Medicine (GIMM) is seeking a Assistant to the Boards to join the Executive Committee.

In this role, the selected candidate will provide direct, continuous and highly qualified support to the Executive Committee, the Board of Directors and the Board of Trustees, ensuring the efficient functioning of institutional governance, procedural compliance, and effective internal and external coordination within GIMM.

The main responsibilities include:

- Ensure the comprehensive management of institutional documentation, including receipt, circulation, signature, filing and proper routing of official documents, in compliance with applicable legal and statutory requirements.
- Manage the CEO's agenda and coordinate the agendas of the remaining members of the Executive Committee, ensuring alignment with strategic priorities and the proper preparation of institutional and scientific commitments.
- Prepare, organise and support meetings of the Executive Committee, the Board of Directors and the Board of Trustees, as well as other relevant institutional meetings, including scheduling, issuing formal notices, and compiling and distributing supporting documentation in a timely manner.
- Ensure the formal preparation and closure of meetings, including drafting minutes and maintaining systematic documentation records, contributing to the consistency of governance processes and the preservation of institutional memory.
- Collect, organize and sistematize relevant information to support decision-making, monitoring strategic matters and ensuring appropriate follow-up and routing to the relevant internal areas.
- Manage institutional and scientific correspondence, including handling and organising invitations, liaising with national and international entities, and preparing and issuing institutional communications with a high level of accuracy and contextual awareness.
- Organize travel arrangements, institutional visits and guest reception, ensuring appropriate logistical support.
- Support the organisation of strategic institutional events and monitor commitments undertaken at governance

Profile of Candidate

- Higher education degree or relevant professional/vocational qualification, namely in Executive Secretariat, Executive Assistance, Administrative Management or related fields. Consolidated experience in executive support functions will be highly valued.
- Preferably, relevant professional experience supporting governance bodies within a medium-to-large organisation. Previous experience in a foundation or non-profit environment will be considered an asset.
- Strong organizational and prioritisation skills in demanding environments with multiple stakeholders.
- High sense of responsibility, discretion and professional ethics. Excellent written and verbal communication skills in Portuguese and English.
- Institutional awareness and sensitivity, with the ability to understand governance dynamics and political-organisational contexts.
- Autonomy, proactivity and the ability to anticipate needs.
- Comfort in handling sensitive and confidential information.

Working Conditions:

- Initial contract of 1 year, subject to the normal probation period;
- Possibility of extension based on funding availability.

Please send a detailed motivation letter, explaining why this position is of interest and what motivates them to be a Assistant to the Boards and your CV, detailing previous relevant experience, through the e-mail positions@gimm.pt.