

OPEN CALL FOR A CLINICAL STUDY COORDINATOR

GIMM – Gulbenkian Institute for Molecular Medicine is opening a position for a **Clinical Study Coordinator**, under the supervision of Patrícia Napoleão and co-supervision of Susana Fernandes.

GIMM-CARE is funded by the European Union under grant agreement No. 101060102. GIMM-CARE is co-funded by the Portuguese Government, the National Foundation for Science and Technology (FCT), ARICA – Investimentos, Participações e Gestão, Jerónimo Martins, the Gulbenkian Institute for Molecular Medicine and CAML - Lisbon Academic Medical Centre.

Benefits

Gross Monthly Salary (€): 1 750€

Type of Contract: Unfixed-Term Contract

Work Plans Activities:

- a) Coordinate and monitor patient enrolment in the Emergency Department and other clinical units;
- b) Serve as the liaison between the study's principal investigators, medical/nursing teams, and the research office;
- c) Execute accurately tasks of data collection, validation, and entry into study databases and electronic case report forms, ensuring quality standards;
- d) Track study progress, including recruitment metrics and timelines, and report deviations or issues;
- e) Support study-related training for clinical staff as required;
- f) Maintain compliance with study protocols, ethical approvals, and data protection regulations;
- g) Prepare documentation for audits, monitoring visits, or internal quality control;
- h) Contribute to the drafting of study progress reports and summaries for internal or external communication;
- i) Participate in regular meetings with the research team to ensure coordination and problem-solving.

Profile of Candidate

Mandatory Requirements

- a) MSc in Health Sciences as Medicine, Nursing, Pharmacy, Biomedical Sciences, Biology or related area or equivalent professional experience in clinical research;
- b) Minimum of 1 year experience in clinical research, hospital-based research coordination, or related projects;
- c) Strong knowledge of data management tools and electronic data capture (EDC) systems.
- d) Proficiency in Microsoft Office and/or data analysis software (Excel);
- e) Minimum familiarity with Good Clinical Practice (GCP) and ethical requirements for human research is required;
- f) Excellent organizational and time management abilities;
- g) Capacity to work collaboratively with medical and nursing teams;
- h) Strong attention to detail, reliability, and confidentiality in handling clinical data;
- i) Ability to multitask effectively in a fast-paced environment like an Emergency Department or an Intensive Care Unit (ICU);
- j) Fluency in Portuguese (spoken and written) and good skills in English.

Desirable Requirements

- a) PhD in same areas will be considered as a plus;
- b) More than 3 years' experience coordinating clinical studies, preferably involving multidisciplinary hospital teams and patient data management systems will be a plus;
- c) Experience with R or Python is preferred;
- d) Basic knowledge of statistical analysis or bioinformatics tools is desirable;
- e) More specific training in Good Clinical Practice (ICH-GCP) and basic knowledge of the regulatory framework for clinical research in the EU and Portugal is desirable;
- f) Experience with hospital information systems and patient recruitment workflows is preferable;
- g) Ability to prepare progress reports and contribute to scientific documentation is a plus;
- h) Fluency in English is desirable.

Evaluation Process

Applications should include:

- Curriculum Vitae;
- Motivation letter;
- Contact details of at least one reference, if available.

Applications must be submitted by 31 July 2026 to positions@gimm.pt, indicating the reference “GIMM/CT/29-2026 Clinical Study Coordinator” in the subject line.

Evaluation Criteria:

1st Phase:

- Curricular evaluation (60%)
- Motivation Letter (10%)

2nd Phase: Interview (30%)

Minimum score to pass to 2nd Phase (36%)

Jury Members: Susana Fernandes (President of the Jury), Mariana Santos and Patrícia Napoleão.