

Iscte-Instituto Universitário de Lisboa opens an international call for recruiting an Administrative Project Manager, under a work contract non fixed term under the Portuguese Labour Law in the scope of the project “InCITIES – TRAILBLAZING INCLUSIVE; SUSTAINABLE AND RESILIENT CITIES” funded by the by European Commission under the Horizon Europe programme Grant Agreement 101071330.

## **1. Summary of the project**

The InCITIES project aims to reinforce the transformations of HEIs (High Education Institutions) and their surrounding ecosystems centred around cities’ needs of inclusion, sustainability and resilience. Its specific focus on widening countries (Portugal and Slovakia) will allow to overcome structural, sociocultural, economic, political and institutional barriers.

The project reflects the European-global challenges of cities through addressing four objectives:

- 1) Map institutional transformation strategies towards research-based sustainable universities including open science and career opportunities.
- 2) Build a long-term network of participating HEIs and surrounding ecosystems based on integrated knowledge HUBs.
- 3) Increase scientific, technological and staff capacity by sharing the best pedagogical, research, management and administrative practices in the consortium, and piloting leverages to widening HEIs.
- 4) Promote digitally driven universities by creating an open and innovative education and training platform in synergy with the project research, development and innovation agenda on inclusive, sustainable and resilient cities.

## **2. Job description:**

- Assist the project management team by providing administrative and technical support to reach the objectives of the project;
- Contribute to the preparation of proposals established in the project;
- Accountable for the delivery of the assigned activities;

- Act as project's focal point for the consortium activities, other entities and funding agencies;
- Initiate, monitor and report on progress of the project;
- Draft of the meeting minutes, timesheets and the project deliverable reports;
- Contribute to the preparation of workshops and scientific meetings/conferences;
- Presentation of the generated knowledge to the wider public and disseminate the scientific achievements. This includes the maintenance of a well-organized webpage with up-to-date information on publications, information on the members of the InCITIES project, and highlights presented in formats accessible to a broader audience.

### **3. Recruitment requirements**

- Bachelor´s degree or equivalent;
- Fluent in spoken and written English;
- English reporting experience;
- Experience in European Projects, in particular with a strong background in EU project coordination, administrative and financial management and in-depth knowledge of the of higher education institutions' environment;
- Knowledge of budget reporting and management;
- Advanced knowledge of Excel from the user's perspective;
- Ability to work in team, strong soft skills and an innovative mind oriented towards problem solving;
- Experience working with online management platforms, in particular with European Funding reporting IT platforms;
- Strong planning, organisational and communication skills are essential.

### **4. Recruitment special requirements**

At least a Master's degree or equivalent

## **5. Workplace**

ISCTE-Instituto Universitário de Lisboa

Av. das Forças Armadas

1649-026 Lisboa, Portugal

## **We offer**

## **6. Remuneration position**

Negotiable - The remuneration to be offered to the successful candidate will depend on qualifications and experience.

## **7. Duration**

The contract has the duration of 36 months

The expected starting date is 1/10/2022. The maximum duration of the contract will be determined by the project end date expect to be on the 30/11/2025.

The Administrative Project Manager reports to the InCITIES Coordinators, Prof. Maria das Dores Guerreiro and Prof. Catarina Ferreira da Silva, and any questions related to this opportunity can be directed to them ([maria.guerreiro@iscte-iul.pt](mailto:maria.guerreiro@iscte-iul.pt) and [catarina.ferreira.silva@iscte-iul.pt](mailto:catarina.ferreira.silva@iscte-iul.pt)).

## **8. Assessment and selection**

### **Criteria**

- Professional experience in project management (30%)
- Professional experience in European funding programmes (30%)
- Professional experience in communication and dissemination (15%)
- Good command of the English language, spoken and written (15%)

- The top 5 applicants based on the previous criteria will be invited for an interview (10%) consisting of a 20 min, session of Q&A.

### Selection

The final classification of the applicants is given on a scale from 0 to 100.

The minutes of the panel meetings will be provided to the candidates upon request.

After evaluation according to the selection criteria, the panel will prepare a sorted list of approved candidates with classification.

### **9. Results disclosure/notification**

The final results will be publicized through a sorted list of final scores, which will be displayed in the website of Iscte. The candidates will be notified via email.

### **10. Selection Committee**

The Selection Committee is composed of the following members:

Maria das Dores Guerreiro (Chair)

Catarina Ferreira da Silva

Maria José Sousa

### **11. Submission of applications**

If interested in this position, please send your application in English. The application should include: a motivation letter, curriculum vitae (maximum 5 pages), copies of the documents that certifies the required and desired qualifications (e.g., document confirming the title of degree), and contacts of 2-3 references. The files should all be in pdf format and should be uploaded all together as a zip file through the link:  
<https://recrutamento.iscte-iul.pt>

Applications will be accepted from 3<sup>rd</sup> of August to 02<sup>nd</sup> of September 2022

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## **12. Non-discrimination and equal opportunities policy**

In compliance with subparagraph h) of article 9 of the Constitution, the Public Administration, as an employer entity, promotes a policy of equal opportunities in access to employment and career progression, scrupulously taking measures to prevent all and any form of discrimination, and also endorses inclusive language.

Accordingly, the terms 'applicant', 'recruited' and other similar terms used in this public notice do not refer to the gender of persons. Likewise, no applicant can be privileged to, benefited from or deprived of any right or exempt from any duty, in particular due to ancestry, age, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic assets, reduced work capacity, disability, chronic disease, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and union membership.

Iscte – Instituto Universitário de Lisboa, 02<sup>nd</sup> of August of 2022

A Diretora dos Serviços de Recursos Humanos, Compras e Espaços