

Financial Project Officer [M/F] – 1 vacancy

Post Ref.: CCMAR/TSP/06/2023

The Algarve Centre for Marine Science (CCMAR) has a vacancy for a Financial Project Officer (Técnico Superior de Projetos) (M/F) to satisfy temporary needs under an uncertain term employment contract, to support the work carried at the Financial Department of CCMAR.

- **Tasks to perform:**

The selected candidate will support the organization and management of projects under development at CCMAR (from the contractualization phase to the final report), as well as support for the preparation of applications for national and international funding.

- **Salary:** Monthly gross salary starting on 1.111,72 € (depending on professional experience)

- **Required profile:**

The candidate must hold a Degree and/or Master in Business Management, Accounting or Economics.

Only applicants that fulfil the required profile will be considered.

It is considered as an advantage and highly valued to have:

1. Proven professional experience in managing international and national research funding, including knowledge of the respective legal frameworks.
 2. Experience in supporting the preparation of applications for international and national funding.
 3. Work experience in academic institutions (research and/or higher education).
 4. Excellent command of Portuguese and English.
 5. Experience in multidisciplinary teamwork.
- **Working contract conditions:** uncertain term employment contract starting from March 2023.
 - **Working Schedule:** 35 hours weekly.
 - **Working Place:** CCMAR, at the Gambelas Campus of the Algarve University, Faro, Portugal.
 - **Application submission process and documents:** Only applications submitted through the CCMAR website will be considered: <https://www.ccmар.ualg.pt/list/job>. Applications are considered to be correctly submitted only after the candidate has received a confirmation e-mail from CCMAR. Applications (in English) must include:
 1. a Motivation Letter.
 2. Detailed CV.
 3. a copy of the Degree and MSc. Degree Certificates.
 4. Email contacts of up to 3 referees.
 - **Application Period:** between the 08 of February 2023 and 08 of March 2023 at 23:59 (Lisbon time, Portugal).

- **Selection Committee:** Adelino Canário, President of the Board of Directors (President), Jorge Gonçalves, researcher at CCMAR and member of the Board Directors (member) and Cristina Inácio, Director of the Finance and Administrative department (member).
- **Selection Method:**
The selection of candidates will be based on the documental evaluation. However, the jury may decide, in addition, to carry out interviews for any additional information or clarification.

In the eventuality that no applicant has the necessary profile, the selection committee reserves the right to close the call without any recruitment. In the event that the selected person does not take up the position because of failure to comply with documentary requirements or any other reason, or later during the contract if they resign, the jury reserves the right, upon convenience and opportunity, to assign the position to the next applicant in accordance with the ranking positions based on the selectable list that can be used up to 12 months of the date of the present announcement.

The board of Directors reserves the right, due to a change in circumstances at the date of the present announcement, to cancel the present call without any recruitment.

- **Results:** The lists of admitted and excluded candidates, and the final classification list, shall be posted on the CCMAR website at <https://www.ccmар.ualg.pt/list/job-closed> and all candidates will be notified by email.
- **Preliminary Hearing and Final Decision Deadline:** After notification, candidates have 10 working days to contest the preliminary decision sending an email to the selection committee. The final decisions will be announced within 90 days of the application deadline.

Candidates holding degrees awarded by a foreign university should have their degree recognized in Portugal no later than the date indicated in the communication of selection for the position. Non-compliance justifies exclusion from the procedure. Information about the recognition procedures can be obtained at any Portuguese university or here. The board of directors reserves the right, upon request from the candidate, to extend the compliance period provided it does not impact negatively the programmed activities.

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.

CCMAR's non-discrimination and equal access opportunities policy – No candidate can be privileged, benefited, jeopardised or be deprived of any right or exempt of any claim in regards to descendent, age, gender, sexual orientation, marital status, economic situation, origin, social economy, genetic heritage, disability, chronic disease, nationality, ethnicity, territory of origin, language, religion, politics, ideology or union membership.

06th February 2023