

Project manager (M/F) - 1 POSITION

Reference: CCMAR/GP/15/2023

Projects: ref. ALG-05-3559-FSE-000020 and Aquaserv ref. 101131121

The Algarve Centre for Marine Science (CCMAR) is looking to hire a Project Manager (M/F) to fulfil the contractual activities within the project ALG-05-3559-FSE-000020 - Contratação de Recursos Humanos Altamente Qualificados (PME ou CoLAB) funded by European Social Fund (FSE) of the European Union, through CRESC ALGARVE 2020 do Portugal 2020 and Aquaserv project Number 101131121 HORIZON-RIA funded by the European Commission.

Responsibilities:

- Management of administrative aspects of the projects and ensuring the achievement of project tasks, deliverables, and milestones.
- Monitoring project progress of a multi-partner project from an administrative perspective, including timely reporting, payment procedures, and coordination of project schedules.
- Preparation of technical reports and deliverables for the European Commission.
- Coordination and implementation of project internal communication procedures, including organisation of meetings, preparation of minutes, project events, conference calls, and webinars.
- Supporting project partners on contractual, financial, or legal issues related to the projects.
- Supporting and contributing to the development of the CCMAR strategy.

Specific Requirements

- The successful candidate will have a Master or PhD degree in Management or a scientific career specialising in project management.
- Experience in technical management of EU Horizon research projects.
- Advanced knowledge of EU Research project procedures, including familiarity with the Funding and Tenders Portal.
- Proficiency in Office, project management and digital communication tools, such as MS Office (Word, Excel, etc.), MS Teams, Zoom, etc.
- Familiarity with EU legal issues, data management plans, GDPR compliance, and other EC compliance.
- Excellent communication and management skills in English.
- Proven ability to organise and facilitate both face-to-face and online meetings.
- Strong team player with a collaborative mindset while being independent in own activities.
- Be a National of an EU member state or possess an EU work permit.

Starting Date: The contract is expected to start in October 2023, and will last only for the time necessary to complete the described work plan.

Workplace: The workplace is CCMAR (Gambelas Campus of the University of Algarve, Faro, Portugal), with occasional travel, mainly in Europe.

Working Schedule: 35 hours per week.

Monthly Remuneration: Monthly gross salary – 1,900 euros to 3,338 euros according to qualifications and experience.

Application Period: Between the 30th of August and 24th September 2023 at 23:59 (Lisbon time, Portugal).

Selection panel: the selection panel is composed of Professor Adelino Canário, President of the CCMAR board of Directors, team leader and Full Professor at Algarve University (president of the jury); Professor Deborah Power, team leader at CCMAR and Full Professor at Algarve University (jury member) and Doctor Cymon Cox Principal Researcher and team leader at CCMAR, (jury member).

Application submission process and mandatory documents:

Only complete applications submitted through the CCMAR website will be considered: <https://www.ccmар.ualg.pt/list/job>. Applications are considered correctly submitted only after the candidate has received a confirmation e-mail from CCMAR. Applications should be in English and must include:

1. a Motivation Letter.
2. Detailed CV (organised according to the specific requirements, and relevant experience for the selection criteria).
3. a copy of higher education diplomas awarded (present only the highest qualification obtained).
4. Email contacts of up to 3 referees to whom letters of recommendation will be requested.
5. Other documents the candidate considers relevant for the application.

Non-compliance with this documents/information determines the immediate rejection of the application.

Selection Criteria: The selection will be based on the documents provided. However, the selection committee reserves the right to contact and interview candidates if additional information or clarification of any curricular aspect is necessary.

The assessment will be following the weighted criteria:

- a) Curriculum vitae describing project management experience, relevant skills and achievements, and any other relevant activities (60%).
- b) Letter of motivation (15%).
- c) letters of recommendation (25%).

If no applicant has the necessary profile, the selection committee reserves the right to close the call without recruitment. If the person selected does not take up the position because of failure to comply with documentary requirements or any other reason, or if they resign, the jury reserves the right, upon convenience and opportunity, to assign the post to the applicant in the following ranked positions based on the selectable list that can be used up to 24 months of the date of the present announcement.

Results: The lists of admitted and excluded candidates, and the final ordered list, will 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 of the preliminary decision, candidates have 10 working days to contest it. The final decisions will be announced within 90 days of the application deadline.

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.

CCMAR's non-discrimination and equal access opportunities policy foresees that no candidate can be privileged, benefited, jeopardised or deprived of any right or be excluded due to age, gender, sexual orientation, marital status, economic situation, origin, genetic heritage, disability, chronic disease, nationality, ethnicity, territory of origin, language, religion, politics, ideology or union membership.

The members of the jury approved this announcement on 28th August 2023.

Cofinanciado por:



UNIÃO EUROPEIA
Fundo Social Europeu

Project Aquaserv receives funding from European Commission's HORIZON-RIA programme

