



## PROJECT MANAGER VACANCY

The REQUIMTE – Rede de Química e Tecnologia – Associação opens a tender procedure for the selection of one Project Manager (**Reference REQUIMTE 2023-45**) within the projects “BeTASTy - New Molecular and Cell-based Approaches to assess Food Astringency and Bitterness” Grant Agreement 101040462 ERC-2021-STG and “WHEATBIOME - Unravelling the potential of the wheat microbiome for the development of healthier, more sustainable and resilient wheat-derived food & feed products” Grant Agreement 101084344 - HORIZON-CL6-2022-FARM2FORK-01, tailored to fulfill the European Commission policy and obligations at REQUIMTE, funded by the European Commission under the European Research Council Starting Grant and Horizon Europe calls, respectively.

### 1. INTERNAL REFERENCE: REQUIMTE 2023-20

### 2. PROJECT SUMMARY AND TASKS TO BE DEVELOPED:

The central goal of both projects is to advance beyond the current state-of-the-art of food-oriented research to respond to prominent challenges of Food Science, namely in the development of healthy, tasty, nutritious, and sustainable plant-based food. Both projects are designed to have an impact on the following shared topics: (1) firstly and foremost, to promote excellent research, innovation and development in the area of Food Science, projecting Food Science research at REQUIMTE towards the forefront of basic and translational research; (2) to provide knowledge of fundamental and economical value; and, (3) to promote the finest academic practices and multidisciplinary approaches to move forward on the main Food Science challenges.

To support the activities of the recently funded projects, we are looking to appoint a Project Manager. The successful applicant will be central to the organization and management of the referred projects, in close collaboration with the project leaders, Dr. Susana Soares and Dr. Maria Rosa Pérez-Gregorio, and will have a leading role in supporting and advising on a broad array of issues related to reporting, communications, funding opportunities, scientific development and outputs. The position is ideal for a senior post-doctoral scientist interested in moving into science policy and management or to a project manager with a strong scientific background in the relevant research fields.

Tasks will include:

- the management of ongoing projects (including reporting).
- the identification of relevant funding schemes and opportunities.
- to provide advice and assistance with grant and manuscript writing, proofreading, preparation, review, and submission.
- to establish and maintain relationships with relevant (national and international) partners, including taking a lead role in coordination, liaising with people and facilities within the Institution, and with external collaborators and Institutions.
- to organize Scientific and Science Outreach events (e.g., conferences, seminars, workshops),

as well as, to prepare content for dissemination through social media platforms (e.g., LinkedIn, Twitter).

- to participate in and support public engagement and widening access activities.

More information about the position can be obtained by contacting Prof. Susana Soares (susana.soares(at)fc.up.pt) and Prof. Maria Rosa Pérez-Gregorio (maria.gregorio(at)fc.up.pt).

3. **WORKPLACE:** Faculdade de Ciências da Universidade do Porto, Rua do Campo Alegre, s/n, Porto, Portugal.

4. **APPLICABLE LEGISLATION:** Portuguese Labour Code, approved by Law 7/2009 of February 12, in its actual form.

5. **CONTRACTUAL TERMS:** The monthly remuneration to be paid corresponds to level 33 of the Single Salary Table, approved by Order no. 1553-C/2008 of December 31 (2.228,11 Euros).

6. **SPECIFIC CRITERIA FOR ADMISSION AND GENERAL REQUIREMENTS:**

**Mandatory Admission Criteria**

- PhD degree in Biology/Chemistry/Biochemistry or related discipline.
- Fluent (writing and speaking) in English.
- Highly computer literate and proficient using MS Office.

**General Selection Criteria (70%)**

- Experience in the successful scientific or general management of small to medium-sized projects, including reporting or finance (20%);
- Demonstrable ability to contribute to writing and editing major (international) grant applications, with an in-depth understanding of different grant application processes (20%);
- Post-Doctoral research experience, preferably in the areas of food science/bioactive compounds, host-microorganism interactions, and/or immunology (20%);
- Demonstrable track record in securing funding (15%);
- Demonstrable ability to contribute to writing and editing scientific publication(s) in peer-reviewed scientific journals and participation/communication in scientific meetings (15%);
- Ability to tailor writing and communications to different audiences or contexts (5%);
- Experience in the organization of Scientific and/or public outreach events (e.g., seminars, conferences, science outreach) (5%).

7. **EVALUATION CRITERIA FOR INTERVIEW SELECTION:**

- Fulfill all the mandatory admission criteria.
- Scientific background and experience in the areas listed above on the general selection criteria (70%).
- Motivation letter (10%) - Interest and motivation for the area where the hiring profile fits in and availability to start the contract.

After analysis of the curriculum vitae and motivation letter, candidates are ranked, considering the admission requirements. Candidates achieving a 50% or more score on the initial review will be short-listed for an interview.

8. **INTERVIEW GENERAL GUIDELINES AND EVALUATION CRITERIA:**

The interview will be conducted with the candidates at a time and date that will be scheduled and will center on the following criteria:

- Overall scientific coherence of the CV (40%);
- Excellence in interpersonal and communication skills with the ability to interact equally effectively with senior academic staff, researchers, support staff, stakeholders, and the general public (30%);
- Ability to prioritize tasks and keep track of multiple ongoing projects (meet deadlines and milestones) (10%);
- Proactivity and organization, with excellent attention to detail and problem-solving skills (10%);
- Ability to work independently and as part of a team (10%).

#### 9. SELECTION CRITERIA:

The final classification system for candidates is expressed on a scale from 0 to 100, where the evaluation criteria for interview selection account for 80% and that of the interview accounts for 20%. Each member of the jury will rank candidates based on the selection criteria and a consensus list will be drawn up of candidate rankings. Minutes of the proceedings, including the individual rankings of jury members, will be recorded and made available to candidates when requested.

If two candidates of equal scientific merit apply, applicants with a proven disability will be given preference (D.L. nº 29/2001). To be considered, disabilities (including type and respective degree of impairment) should be declared upon initial application.

This call is specific to the advertised vacancy and can be terminated at any time before approval of the final candidate list.

#### 10. SELECTION JURY:

Susana Soares (Chairman, Faculdade de Ciências da Universidade do Porto)  
Maria Rosa Pérez-Gregorio (Universidade Vigo)  
Victor de Freitas (Faculdade de Ciências da Universidade do Porto)

#### 11. APPLICATION DOCUMENTS AND DEADLINE:

The applications are formalized at the electronic address <https://www.requimte.com/> with following documents in a digital form, in PDF format (written in English):

- PhD certificate.
- Curriculum vitae.
- Motivation letter (3 A4 pages maximum), including detailed information on how the candidate meets the mentioned criteria.
- Contact details of minimum 2 referees (referees will be contacted, if needed, only after the interview process).
- Other documentation relevant that the candidate might find relevant for the evaluation of qualifications in a related scientific area.

The application period is from **21/07/2023 to 04/08/2023**.

Candidates who fail to submit all the required documents will be excluded from the process. In case of doubt, the jury reserves the right to request supporting documents, relevant to the application, from

the candidate in question.

This call is specific to the advertised vacancy and can be terminated at any time before approval of the final candidate list.

False statements provided by the candidates shall be punished by law.

#### 12. NON-DISCRIMINATION AND EQUAL ACCESS POLICY:

Candidates will be assessed using an open, transparent and merit-based recruitment process, based on the guidelines laid down in the European Charter for Researchers. The recruitment process will adhere to current data protection legislation.

The REQUIMTE – Rede de Química e Tecnologia – Associação actively promotes a policy of non-discrimination and equal access, so that no candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty resulting from ancestry, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic or race origin, territory of origin, language, religion, political or ideological beliefs and union membership.

#### 13. FINAL DECISION:

Both admitted and excluded candidate lists and the proposed final classification list shall be published at the address of REQUIMTE (Praça Coronel Pacheco nº 15-6º andar, Porto) and the candidates will also be notified by email.

After publication, all candidates have 10 working days to respond. Panel's decisions are pronounced within a period of 90 working days, from response period deadline.