

Social Physics and Complexity

<https://socialcomplexity.eu/pt/job/2678/>

Research Management Position (BGCT)

Description

Applications for a Research Management Fellowship (Bolsa de Gestão de Ciência e Tecnologia / BGCT) are open at Nova School of Business and Economics (Nova SBE) under the Project FARE, Fake News and Real People, funded by European Research Council, with the following conditions:

Project Area: Computational Social Sciences

Education: Possession of a 5-year Licenciatura or Master's Degree

Admission requirements:

A. Qualifications and experience: Educational background relevant to project scope. Proven experience in project management, managing project budgets, building and establishing relationships with external groups, and fundraising. Knowledge of national and international funding instruments and private funding sources. Preference will be given to candidates with expertise in human resource management and database control.

B. Communication skills: Effective communication skills in English and Portuguese, both written and verbal, report writing skills, and experience in presenting material to groups.

C. Team work: Ability to work autonomously and as part of a team with enthusiasm, initiative, and strong interpersonal and organizational skills.

Work Plan: This Project Manager position for the Research Office will:

- Develop, plan, and manage research projects with implementation and performance goals
- Financial and administrative management and follow-up related to research projects funded by national and European funds;
- Write, create, and present periodic reports on research projects progress for submission to internal and external stakeholders
- Track deadlines and ensure reporting is completed on schedule
- Team Management and PI administrative support

Summary of profile: This person should have a proven project management record with the additional ability to manage a budget pertaining to Nova SBE's research projects. Person should be fluent in English and Portuguese and able to write and communicate clearly and professionally in both languages.

Applicable Law and Regulations: Fellowship Holder Statute ("Estatuto do Bolseiro de Investigação Científica"), approved by Law no. 40/2004, of 18 August, subsequently amended and republished by Ordinance no. 202/2013 of 27 August, updated in accordance with the Ordinance no. 233/2012 of 29 October, the Law no. 12/2013, of 29 January, and with the Ordinance no. 89/2013 of 9 July. Fellowship Regulations of Nova SBE, approved by Fundação para a Ciência e Tecnologia by 16 April 2014 dispatch and Regulations for Studentships and Fellowships of the Fundação para a Ciência e Tecnologia (FCT).

Work location: The project fellowship will be conducted at Nova SBE under the supervision of Professor Joana Gonçalves de Sá.

Duration of the Fellowship: The fellowship will have a duration of 9 months, with possibility of yearly renewal for the length of the project (5 years), subject to an

Job Location

Campus de Carcavelos, Rua da Holanda, 1, Carcavelos – 2775-405, Carcavelos, Portugal

Valid through

January 31, 2020

Contacts

research.office@novasbe.pt

annual review. The fellowship is planned to start in March 2020. The fellowship will be awarded on an exclusive basis.

Monthly allowance: The fellowship will depend on the selected candidate's level of experience and starts at 980€, according to the table of monthly stipends available in the Regulations for Studentships and Fellowships of FCT, I.P. (<http://www.fct.pt/apoios/bolsas/valores>).

Selection criteria:

The first phase of selection consists of:

- Curriculum Vitae: 60%
- Motivation letter: 20%
- Recommendation letters: 20%

Candidates with a score above 16 (scale 0 to 20) will be considered for an interview

- Interview: 100%

Selection Committee:

Joana Gonçalves de Sá, PhD – Chairwoman (Associate Professor)

Lília Perfeito, PhD – Effective member (Invited Professor)

Alexandra Veiga, PhD – Effective member (Head of Research Funding Affairs)

Lénia Mestrinho – Substitute member (Executive Director of the DSKC)

Sofia Vala – Substitute member (Research Office coordinator)

Susana Peralta – Substitute member (Associate Professor)

Formal notification of results: All candidates will be notified by email.

Application period: The call is open until January 31st 2020.

Application procedure: Applications must be submitted by email to research.office@novasbe.pt, under the subject "ERC_FARE – Project Manager", and must include the following documents (mandatory):

1. Motivation letter;
2. Detailed Curriculum Vitae;
3. Transcripts of diplomas or degrees with final grades and other documents demonstrating the candidate's suitability for the required profile
4. Two recommendation letters (preferred) or contacts of two recommenders who have supervised or worked directly with the candidate.