

## ***Vacancy details***

**Project Manager for the Horizon Europe Project  
MICROBES-4-CLIMATE/HORIZON-INFRA-2023-SERV-01-02/101131818**

**Microbial Resource Research Infrastructure - European Research Infrastructure Consortium**

**Application deadline:** 29th December 2023

**Starting date:** 1st February 2024

**Duration:** up to 4 years, with 180 days probation

**Working hours:** full time

**Compensation:** between 30k€ and 38k€ gross annual salary, including food allowance, subject to negotiation, depending and according to experience.

**Employer:** MIRRI-ERIC

**Location:** MIRRI-ERIC Central Coordinating Unit, University of Minho

Campus de Gualtar, Complexo Pedagógico 3, Piso 0

4710-057 Braga, PORTUGAL

**Applicable legislation and regulations:** Portuguese Labor Code, Law nº93 / 2019 of October 1st, in its current version.

### **General Summary**

#### ***MIRRI-ERIC***

The Microbial Resource Research Infrastructure – European Research Infrastructure Consortium (MIRRI-ERIC) is the pan-European distributed Research Infrastructure for the preservation, systematic investigation, provision and valorisation of microbial resources and biodiversity.

MIRRI-ERIC brings together 50+ microbial domain Biological Resource Centres (mBRCs), culture collections and research institutes in Europe.

Belgium, France, Latvia, Portugal and Spain are the founding Members of MIRRI-ERIC.

MIRRI has integrated the European Strategy Forum on Research Infrastructures (ESFRI) Roadmap since 2010 and, in 2021, has become a 'Landmark' in the Health & Food domain. MIRRI-ERIC has been set up by the European Commission Implementing Decision (EU) 2022/1204 of 16 June 2022.

### *Microbes-4-Climate*

MICROBES-4-CLIMATE - Microbial services addressing climate change risks for biodiversity and for agricultural and forestry ecosystems: enabling curiosity-driven research and advancing frontier knowledge - is a project funded by Horizon Europe that aims at providing a wider community of users/researchers, irrespective of location, with an efficient access to a cluster of complementary world-class Research Infrastructures and their integrated, advanced services, enabling them to conduct curiosity-driven, cross-disciplinary research addressing terrestrial biodiversity and ecosystems, including agricultural and (agro)forestry ecosystems, in light of the multidimensional and still poorly understood microbiomes-plants-soil-environment interactions, and its roles in climate change responses, resilience, and mitigation.

### **Role of the Project Manager for Microbes-4-Climate**

The Project Manager of Microbes-4-Climate will support the project coordinator in the execution of WP9 tasks (Project Management) and in the supervision of WP8 (Visibility and Outreach), until the completion of D9.12 - Pre-reporting budget update 3, Pre-reporting update amendment to duly reflect flexible budget reallocations to prioritised joint research and access service provision in accordance with project's governance stipulations - update 3, due on month 48.

The successful candidate will coordinate and supervise all processes to ensure the management environment and associated support for the efficient and timely implementation of the project activities. This person will also ensure the timely delivery of Deliverables 9.1-9.4, 9.6-9.7, and 9.9-9-12.

The Project Manager of Microbes-4-Climate reports directly to the Executive Director and has, as its main functions, provide administrative and logistical support to the project team.

This role is also responsible for the organisation of project meetings and events, and collaborating in the dissemination of projects activities and achievements.

### **Responsibilities and Duties**

- Provide administrative support to the Project Coordination;

- Provide technical and financial support to the project team, namely tracking deadlines, monitoring tasks development, and elaborating regular and timely work plans and reports;
- Support the necessary articulation between the project activities and MIRRI-ERIC;
- Monitoring of the Project's socio-economic impact and performance indicators;
- Responsible for the organisation and logistical preparation of events;
- Report directly to the Executive Director.

### **Required qualifications and competences**

- Complete master degree or 5-year bachelor degree in Life or Health Sciences;
- Experience in managing European projects;
- Proficient use of Microsoft Office tools and/or similar, particularly of Microsoft Excel;
- Proficiency in English, written and spoken.

### **Desired competences**

- Previous 5-year experience in managing projects,
- Experience in managing European research infrastructure projects,
- Training in management, namely in project management,
- Ability to balance a meticulous attention to detail with a realistic view of what's needed to get the job done,
- Experience in accounting, planning and organising events, communication, through institutional websites, social networks and others,
- Experience in coordinating teamwork is a plus.

### **Expected soft skills**

- Integrity
- Highly developed verbal and written communication skills
- Teamwork, Autonomy, Proactivity and Flexibility
- Desire to work in a highly international environment

### **Working conditions**

- The general place of work will be the Headquarters of MIRRI-ERIC, at University of Minho, Campus de Gualtar, Braga, Portugal.
- The work may include some travel in Europe.

- Occasionally, an extended work schedule is necessary due to travel, meeting attendance, and other time-sensitive activities.

### **Selection Procedure**

Evaluation of the curricular and professional paths, as well as attitude demonstrated in interview:

- Academic and professional training (30%)
- Professional experience (40%)
- Interview (30%)

The Jury will interview only outstanding candidates with higher classification, by video conference, and if needed in person.

Each member of the jury assigns a classification to each of the candidates on a scale of 0 to 100 points, ranking the candidates according to their classification consisting of the sum of the partial classifications assigned in each evaluation criterion, and taking

into account the weighting factor given to each parameter. In this process abstentions are not allowed.

Candidates shall be ordered by applying the successive voting method.

The jury may also decide not to assign the position, if none of the candidates meets the required conditions.

**Composition of the Jury:** President: Dr. Ana Portugal Melo; Members: Dr. Marta Abrantes and Dr. Maria-Helena Bosschaerts. Alternate members: Dr. Michel-Yves Mistou and Dr. Vincent van de Perre.

**Notification of results:** Minutes will be drawn up with a summary of the Jury meetings, their votes and justification along with a seriated list of the approved candidates and their classifications. The results of this call will be sent by email to all candidates. The minutes will be sent to any candidate that makes that request.

**Application form:** Applications must be submitted until 17h00 of the 31st December 2023. Applications must include a Letter of Motivation, including this announcement identification, full name, parents' names, ID card, or Citizen Card number and date, or

civil identification number, taxpayer ID number, date and place of birth, marital status, occupation, residence and contact address, including email address and telephone. Applications must also include all supported documents, namely, a copy of certificates and/or diploma, a detailed curriculum vitae, structured in accordance with the items described in Essential Skills and Preferred Skills in the Eligibility / Requirements section, and two references and respective contacts that can be consulted about the professional path of the candidate.

Applications should be sent by e-mail to [ana.ferreira@mirri.org](mailto:ana.ferreira@mirri.org).

Candidates who formalise their application incorrectly or who do not prove the requirements of this notice are excluded from admission. In case of doubt, the jury may demand any candidate to present documents proving those statements. The false statements made by the candidates will be punished according to the law.

**Hearing of the candidates and date of final decision:** After notification of the results, all the candidates will have 10 working days to comment. Within the term of 30 days, counted from the deadline for the presentation of the candidacies, the final decisions of the jury are given.

**Non-discrimination and equal access policy:** MIRRI-ERIC actively promotes a policy of nondiscrimination and equal access, so that no candidate can be privileged, benefited, harmed or deprived of any right or exemption from any duty of reason, including descent, age, sex, sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, illness, nationality, ethnicity, language, religion, political or ideological convictions, and trade union membership.

According to D.L. No. 29/2001 of February 3, the disabled candidate has a preference in equal classification, which prevails over any other legal preference. Candidates must declare their degree of incapacity, the type of disability and the means of communication to be used in the selection process, under the terms of the above-mentioned diploma.