

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

Job reference:	AE2023-0435 (SRI-Geral - SRI) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	Technical Specialist
City:	INESC TEC, Porto, Portugal
Research field:	Main: POLITICAL SCIENCES Sub: Governance, Science and society

Job summary:

INESC TEC is accepting applications for 1 Technical Specialist job in the International Relations and Science Diplomacy	
Scientific Advisor:	Andreia Passos
Duration of the contract:	from 2024-02-01 to 2025-01-31, eventually renewable.
Location:	INESC TEC, Porto, Portugal

Job description:

Work Area: International Relations and Science Diplomacy
Project overview: This job description entails several different tasks (including administrative duties), yet highly interrelated, whereby the selected candidate will work to raise the institution's international profile. The work plan will include activities in the following areas: International Mobility; International Cooperation and International Culture. The selected candidate will work with researchers, international partners and high-level actors.
Objectives: Support the International Relations Service in its mission of improving the international standing of INESC TEC by: <ul style="list-style-type: none">- Giving support to foreign staff in their relocation processes;- Proposing and managing initiatives to incentivise the hosting of international visitors, and the participation of staff in international mobility programmes;- Spotting opportunities to develop the INESC TEC community's intercultural communication skills;- Managing the Intercultural Ambassadors Network;- Helping organise the reception of international delegations and following up on those visits;- Prospecting foreign institutions with whom INESC TEC can engage and develop sound partnerships;- Keeping up to date on political, economic and social developments at the national and international levels,- Connect with relevant interface stakeholders (e.g., Embassies) to identify and organise activities that can help promote the institution abroad;- Assisting in the negotiation and drafting of international MoUs with institutional partners and tracking their progress and outcomes;- Undertaking protocol duties.- Organising events assigned to the Service;- Proposing and monitoring international indicators;- Producing reports and briefings.

Academic Qualifications:	BSc or Master's Degree in International Relations, Political Sciences, Science and Technology Management or other related areas
Minimum profile required:	Appropriate professional experience of at least two years; highly proficient in English (spoken and written); proficient in Microsoft Office Apps (Word, Excel, PowerPoint).
Preference factors:	Master's Degree; Experience in handling international mobility processes; Satisfactory knowledge of another language to the extent necessary for the performance of assigned duties; Very good oral and communication skills.

Funding Entity:	
Type of contract:	fixed-term contract
The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term employment contracts and by INESC TEC norms.	

Selection criteria:	The selection of the candidates will be based on the following criteria, in descending order of consideration: <ul style="list-style-type: none">a) Relevant Curriculum in the concerned field of this tenderb) Proven experience.
Selection Jury:	President of the Jury: Rui Carlos Oliveira; Member: João Claro; Member: Andreia Passos;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2023-11-23 to 2023-12-07
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us