

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

Job reference:	AE2023-0455 (IBH - SRI-IBH) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	Technical Specialist
City:	Bruxelas
Research field:	Main: COMMUNICATION SCIENCES,TECHNOLOGY,POLITICAL SCIENCES Sub: Science Communication

Job summary:

INESC TEC is accepting applications for 1 Technical Specialist job in the Science Policy and Communication	
Project:	
Scientific Advisor:	Ricardo Miguéis
Duration of the contract:	from 2024-01-04 to 2025-01-03, eventually renewable.
Location:	Bruxelas

Job description:

Work Area: Science Policy and Communication
Project overview: The role is focused on the support to the Head of the INESC Brussels HUB and team in implementing all the activities that may be considered pertinent for achieving the goals set in the triennial strategic plan. It will include diversified tasks, with a focus in the development of science and technology policy analysis and strategy, as well as administrative support and organisation of events to institutional and scientific communication of all the institutes in the INESC universe and all its thematic areas, in the EU context.
Objectives: INESC TEC is looking for a specialist with the capacity to combine science and technology policy analysis with activities in the area of institutional and scientific communication. We value dynamism and proactivity, and the capacity of planning, organisation and communication. The position requires discretion, team spirit, initiative, flexibility and reliability. The work will be developed in the context of INESC Brussels HUB, located in the heart of the European Quarter, in Brussels, involving daily interaction with other EU representations, policy-makers and research and innovation managers from all over Europe, as well as with over 2000 researchers and technical support staff across 5 INESC institutes, among others.

Academic Qualifications:	Degree in International Studies and/or Master's Degree.
Minimum profile required:	<ul style="list-style-type: none">- Excellent knowledge of English (both written and spoken);- Excellent communication skills and related technical and IT competencies;- Creative spirit and skills;- Proactivity, excellent organizational and planning capacity;- Availability to travel and work in a multicultural environment and perform multitaskings;- Good computer skills (Word, Excel, PPT, Outlook, IT collaborative tools).
Preference factors:	Knowledge and experience in European research and innovation communication in a top Research and Technology Organisation or other research and innovation performing organisation.

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: a) Relevant Curriculum in the concerned field of this tender b) Proven experience.
Selection Jury:	President of the Jury: José Carlos Caldeira Pinto de Sousa; Member: Ricardo Luís Miguéis; Member: ;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2023-11-30 to 2023-12-15
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us