

## CALL FOR APPLICATIONS: Technical Specialist

### Job/position/grant:

<b>Job reference:</b>	AE2024-0119 ( IBH - SRI-IBH ) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Job/position/grant:</b>	Technical Specialist
<b>City:</b>	Bruxelas
<b>Research field:</b>	Main: COMMUNICATION SCIENCES Sub: Science Communication

### Job summary:

<b>INESC TEC is accepting applications for 1 Technical Specialist job in the Strategic Administrative Management and Executive Support in R&amp;I Institution Representation</b>	
<b>Project:</b>	
<b>Scientific Advisor:</b>	Ricardo Miguéis
<b>Duration of the contract:</b>	from 2024-04-24 to 2025-04-23, eventually renewable.
<b>Location:</b>	Bruxelas

### Job description:

<b>Work Area:</b>	Strategic Administrative Management and Executive Support in R&I Institution Representation
<b>Project overview:</b>	This position is designed to provide multifaceted support to the head of the INESC Brussels HUB, emphasizing autonomous operation, informed decision-making, and proactivity within a small, dynamic team. The Strategic Executive Assistant will be pivotal in administrative management, supporting strategic events and projects, and institutional communication, operating within the European R&I context.
<b>Objectives:</b>	To recruit a Strategic Executive Assistant with a solid understanding of the European research and innovation framework, capable of working independently and engaging in a wide range of activities. The ideal candidate will demonstrate excellence in communication, strategic planning, and project management, significantly contributing to the mission of the INESC Brussels HUB.

<b>Academic Qualifications:</b>	Bachelor's degree in any field, preferably with a strong understanding of the EU research and innovation framework
<b>Minimum profile required:</b>	Excellent command of English; knowledge of Portuguese, French, Dutch, or other EU languages is a plus; Ability to work independently, with initiative and proactivity.
<b>Preference factors:</b>	Prior experience in executive support, project management, or institutional communication in European R&I contexts; In-depth knowledge of EU funding mechanisms and research and innovation policies.

<b>Funding Entity:</b>	-
<b>Type of contract:</b>	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.	

<b>Selection criteria:</b>	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.
<b>Disability Incentive:</b>	Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment. Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment. Said score may, in these cases, exceed 100 points. Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 - currently in effect. Candidates must declare, in the application form, the type of disability used throughout the selection process, in order to proceed with the required adaptations.

<b>Selection Jury:</b>	President of the Jury: Inês Lynce; Member: Ricardo Luís Miguéis; Member: José Carlos Caldeira;
<b>Notification of results:</b>	The results of the selection process will be sent to the interested by electronic mail.
<b>Application period:</b>	From 2024-03-14 to 2024-03-28
<b>Application submission:</b>	Electronic form filling in <a href="http://www.inesctec.pt">www.inesctec.pt</a> in the section <a href="#">Work with Us</a>