

## CALL FOR APPLICATIONS: Head of the Foresight and Public Policy Office

<b>Job reference:</b>	AE2025-0249 (GPP - ECC)
	INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Position:</b>	Head of the Foresight and Public Policy Office
<b>Regime and location:</b>	INESC TEC Headquarters, Porto, Portugal (in-person with flexibility for hybrid work, including a frequent presence in Lisbon)
<b>Work field:</b>	Public Policy, Strategic Foresight and Innovation Systems

### Job summary:

INESC TEC is an R&D institution that aims to create a sustainable future through science, technology and innovation with an impact on society, and is accepting applications for the position of **Head of the Foresight and Public Policy Office**, a recently created unit at the very start of its operational journey. The office was recently founded to strengthen INESC TEC's contribution to public policy and its capacity to anticipate change through strategic foresight. This is a rare opportunity to build **and lead a new office** from its inception, putting into motion a shared vision for how excellent research and innovation outputs generated through INESC TEC activities can shape the future of public policy and innovation systems.

**Responsible:** Prof. João Claro

### Job description:

The Head will take responsibility for translating the mission into action, defining early priorities, building processes and relationships, and launching first-stage activities, while establishing a more structured visibility in Lisbon to engage with public entities, policymakers, and national-level institutional stakeholders. Drawing inspiration from global leaders, the office will tailor these references to the Portuguese and European context.

**Work Area:** Science-Based Public Policy and Strategic Foresight

#### Key Responsibilities:

##### Build and Launch the Office

- Operationalise the office's founding vision and strategic framework.
- Set up workflows, routines, and tools needed for early-stage operation.
- Define and roll out initial action lines (e.g. policy contribution repository, training offer, engagement pilots).

##### Foresight and Strategic Analysis

- Conduct and guide early horizon scanning and trend analysis relevant to INESC TEC's research domains.
- Translate external signals into forward-looking insights and internal strategic value.
- Collaborate with research leaders to frame long-term challenges and emerging opportunities.

##### Policy Engagement and Research Impact

- Identify INESC TEC's most promising research and innovation contributions to ongoing or emerging public policy debates.
- Support the production of policy inputs (e.g. briefs, white papers) and pilot engagement strategies.
- Articulate relationships with relevant national, regional and sectoral policy stakeholders, including policymakers, public institutions, and partner organisations.
- Ensure a frequent and purposeful presence in Lisbon, including direct engagement with ministries, public institutions, parliamentary committees, and regulatory bodies, among other relevant public entities.

##### Capacity Building and Community Mobilisation

- Build awareness and capacity among researchers and managers to engage with policy and foresight.
- Organise training, brainstorming sessions, and informal dialogues.
- Engage internal champions and build a networked approach to science-policy co-production.

##### Ecosystem and Network Development

- Represent INESC TEC in science, innovation and economic-policy networks, nationally and internationally.
- Interact with benchmarking Offices.
- Foster alliances with government, higher education institutions, and strategic stakeholders, including those based in Lisbon and contributing to national policy frameworks.

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### Requisites and Qualifications:

#### Academic Background

- PhD or equivalent experience in public policy, economics, political science, foresight studies, innovation, or a related field.

#### Professional Experience

- At least 5 years of experience in relevant fields (public administration, research-policy interface, foresight, consulting, strategic research management).
- Experience with public policy cycles and/or foresight practices.
- Experience in launching or developing new units, teams, or initiatives is highly valued.

#### Core Competencies

- **Strategic Vision with Pragmatism:** Able to translate broad ambitions into feasible short-term actions.
- **Policy Understanding:** Knowledge of Portuguese and EU public policy contexts.
- **Foresight Literacy:** Familiarity with futures methods, even if not applied as a specialist.
- **Initiative and Drive:** Comfortable with ambiguity, self-starting, and shaping something new.
- **Relationship Building:** Able to build trust and credibility internally and externally.
- **Communication Skills:** Strong writing, presenting, and stakeholder engagement in Portuguese and English.

### We offer:

- **Type of contract:** Open-ended contract.
- **Competitive Conditions:** Salary and benefits aligned with experience and internal policy.
- **Flexibility and Balance:** Supportive work environment with hybrid options and institutional benefits.
- **Foundational Leadership Role:** Build and lead a new strategic function from the ground up.
- **Professional Visibility:** High-profile mission with opportunities for national and international recognition.
- **Strategic Ecosystem:** Engage across science, society, and policy in a leading R&D and industrial institution.

**Application process:** Filling in the fields in the “Submit Application” section on INESC TEC’s website. The candidates who fulfill the minimum requirements will be admitted to the assessment and selection phase.

#### Evaluation and selection methodology:

Consisting of two phases, the first involves a Curriculum Evaluation (CE) and the second an Individual Interview (II). All parameters are assessed on a scale of 0 to 100. The parameters and their respective weights are:

##### Curriculum Evaluation (70%)

- Assesses experience, academic background, and mission fit.

##### Interview (30%)

- Evaluates leadership style, motivation, and strategic insight.

Candidates with CE < 50 are excluded on absolute merit. The best five candidates who are not excluded on absolute merit are called for the II. The Final classification (FC) is obtained from the CE (70%) and the II (30%).

### Disability Incentive:

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.

### Selection Jury:

President of the Jury: João Claro (Chairman and CEO, INESC TEC)

Member: Lia Patrício (Member of the Board, INESC TEC)

Member: José Carlos Caldeira (Advisor to the Chairman, INESC TEC)

**Notification of results:** The results of the selection process will be sent to the interested by electronic mail.

**Application period:** From 2025-06-06 to 2025-06-23

**Application submission:** Electronic form filling in [www.inesctec.pt](http://www.inesctec.pt) in the section [WORK WITH US](#)