

## **CALL FOR APPLICATIONS: Operational Manager**

**Job reference:** AE2025-0256 (GABEI - ECC)

**Institution:** INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência

**Regime and location:** Operational Manager – Research Students Officer

**Location:** Hybrid – Porto

**Responsible:** Sara Brandão

**Duration of contract:** Fixed-term contract, starting on September 1st or as agreed between the parties

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### **Job summary:**

INESC TEC is inviting for applications for a junior Operational Manager to join the Research Students Office. This is a strategic position that combines the management of initiatives aimed at enriching students' research paths with data analysis and process improvement.

The person selected will collaborate in the creation and coordination of internship, mobility and doctoral scholarship programs, in the development of information systems and performance indicators, and in the production of reports that support decision-making. The operational Manager will work collaboratively with various departments of the institution, contributing to the consolidation of INESC TEC as an environment of excellence for research students - particularly PhD students - preparing them to excel in research and be successful in the future.

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### **Key responsibilities:**

#### **Research Student Office Presentation:**

INESC TEC welcomes hundreds of students every year from all three study cycles, with more than 150 curricular and summer internships, 600 master's dissertations and 260 doctoral theses in progress. With state-of-the-art laboratories and applied research projects, the institute offers a privileged environment for students' academic and professional development.

Created at the end of 2024, the Students in Research Office's mission is to enrich the research path of students at the institution, in connection with the scientific and business ecosystem, offering a distinctive environment, particularly in doctoral education, creating a strong network of talented students and preparing them to excel in research and be successful in the future.

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### **Minimum requirements and qualifications:**

- Master's or Bachelor's degree in Management, Human Resources Management, or equivalent field;
- Strong organizational, planning and communication skills (oral and written, in Portuguese and English);
- Analytical skills and experience with data analysis tools (Excel, Power BI, etc.);
- Ability to consolidate information and ensure clear and accessible communication;
- Ability to work collaboratively with diverse teams.

### **Preferential factors:**

- Preference will be given to those with professional experience in higher education environments, research or initiatives with research students;
  - Skills in data analysis, information systems, project management and the production of analytical reports are valued.
  - Ability to work with a high degree of autonomy and responsibility;
  - Strong interpersonal skills and team spirit;
  - Interest in innovation, education and science.
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### **What we offer:**

- Integration into an institution of excellence in the National Scientific System;
- A stimulating challenge and the chance to contribute to the creation of something new and of strategic importance to the institution;
- Collaborative, international, inclusive and innovation-oriented environment;
- Autonomy and the possibility of personal and professional growth;
- Access to specialized training, flexible working hours, hybrid working arrangements, health insurance and other benefits;

- Remuneration in line with experience and the role, with the possibility of bonuses via Performance Assessment.
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**Application process:**

- Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)
  - Application period: from 2025-06-26 till 2025-07-14
  - Candidates who meet the minimum requirements will be admitted to the evaluation and selection phase.
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**Evaluation and selection procedure:****Evaluation of applications (60%)**

Applications will be evaluated by the selection panel by applying the following sub-criteria:

- Adequacy of the profile (60%)
- Relevance of professional experience to the position (10%)
- Training and competences (30%)

Each of the criteria will be scored by the Jury, resulting in a score on the basis of which the ranked list of candidates will be drawn up in descending order of score.

**Interview (40%)**

- An interview will be held with the five candidates with the highest scores in the previous phase.

**Notification of results**

The results of the selection process will be communicated to interested parties by email.

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**Disability bonus:**

Candidates with a degree of disability equal to or greater than 90% will have a bonus of 20 points in the Curricular Assessment score.

Candidates with a degree of disability equal to or greater than 60% and less than 90% will have a bonus of 10 points in the Curricular Assessment score.

In these cases, the bonus score for the Curricular Assessment may exceed 100 points.

The degree of incapacity must be proven by submitting a Medical Certificate of Multipurpose Incapacity when applying.

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**Selection panel:**

- President: Aníbal Matos
- Jury members: Sara Brandão, Joana Desport Coelho