

CALL FOR APPLICATIONS — *Project Officer*

Job reference: AE2025-0350 (IBH - SRI-IBH)

Institution: INESC TEC – Institute for Systems and Computer Engineering, Technology and Science

Position: Project Officer

Regime and location: Hybrid – INESC Brussels HUB

Responsible: Ricardo Miguéis

Duration of contract: Fixed-term contract, since 2025-09-22 until 2025-09-21

Resumo do Anúncio:

INESC TEC is inviting for applications for a *Project Officer* to join the INESC Brussels HUB.

We are looking for a motivated, organized, and versatile Project Officer to join our team at the INESC Brussels HUB. As part of a small and dynamic structure, the successful candidate will provide direct support to the HUB Manager in the practical execution of ongoing European projects, focusing on strategic initiatives at the intersection of science, technology, and public policy. This position offers a unique opportunity to work in an international environment, collaborating with high-level partners and contributing to the implementation of projects under the Framework Programme for Research and Innovation and other programs and instruments with European impact. We are looking for someone with a strong sense of responsibility, attention to detail, and a desire to grow professionally, who is capable of learning by doing, adapting to different tasks and contexts with a spirit of initiative and service.

Key responsibilities:

Support for the management and implementation of European projects, focusing on operational execution, task coordination, communication with partners and support for the institutional visibility of the INESC system in the European R&D ecosystem.

The selected professional will work at the INESC Brussels HUB headquarters in Brussels and will report directly to the INESC Brussels HUB Manager.

Main Responsibilities

- Implementation of European Projects: Support the practical execution of EU-funded projects, ensuring scheduling, task monitoring, and meeting deadlines and delivery dates.
- Contribute to the organization of meetings, workshops, and events with international partners.
- Monitor the project lifecycle, focusing on the implementation of strategic projects within the context of the Framework Program for Research and Innovation.

Collaboration and Stakeholder Support: Coordinate with institutional partners, researchers, and technical teams from INESC institutes.

- Facilitate communication and information flow between the HUB and consortia or funding authorities. Support for Proposal Development:
 - Participate in proposal preparation, data collection, completion of templates, and submission to calls for proposals.
 - Monitor document compliance and administrative requirements for projects. Communication and Visibility:
 - Prepare presentations, progress reports, and materials to support institutional communication.
 - Support dissemination activities and organize public events to promote project visibility. Operational Support:
 - Contribute to the smooth operation of the HUB by ensuring administrative, logistical, and internal reporting tasks.
 - Maintain up-to-date records, assist with scheduling meetings, and prepare supporting documentation.
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Minimum requirements and qualifications:

- Bachelor's or Master's degree in Management, European Studies, Engineering, International Relations, Political Science or related field.

- Up to 3 years of professional experience, including internships, in European projects, science administration, or international collaboration.
- Basic knowledge of project management methodology.
- Ability to organize, plan, and monitor activities in a project environment.
- Skill in writing reports, presentations, and other technical and operational documents.
- Initiative, quick learning, and ability to adapt to diverse contexts.
- Excellent organizational and time management skills, with the ability to effectively balance multiple priorities.
- Fluency in English (required).
- Familiarity with digital collaboration platforms and remote work tools.

Preferential facts:

- Fluency in Portuguese and other EU languages is a plus.

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.

Application process:

- Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)
- Application period: 07/08/2025 until 21/08/2025
- Candidates who meet the minimum requirements will be admitted to the evaluation and selection phase.

Evaluation and Selection procedure:

Consisting of two phases, the first involves a Curriculum Assessment (CA) and the second an Individual Interview (IE). All parameters are assessed on a scale of 0 to 100, considering merit, suitability and preference factors.

The CA parameters and their respective weights are:

- **Professional Experience** (PE, 40%): Years of relevant experience in the field (30%); Relevance of previous positions (10%)
- **Academic Background** (AF, 40%): Highest academic degree obtained (30%); Relevance of courses to the position (10%)
- **Additional Certifications and Qualifications** (CQ, 20%): Additional certifications/training relevant to the position (10%); Verification of preference factors (10%)

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

Notification of results

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

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.

Selection panel:

- President: João Claro
- Jury members: Inês Lynce, Ricardo Miguéis.