

CALL FOR APPLICATIONS — R&D&I Project Manager

Job reference: AE2025-0360 (OCEAN_FCT - OCEAN)

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

Position: R&D&I Project Manager

Regime and location: Híbrido – Porto

Responsible: José Miguel Almeida

Start date: Uncertain term contract, starting on November 17th or as agreed between the parties.

Job summary:

INESC TEC is inviting for applications for a R&D&I Project Manager in the field of Science and Innovation management.

The Centre for Robotics and Autonomous Systems is developing has a great amount of its research within funded national and European projects. Considering the abovementioned, the vacancy is for a project manager to follow-up the different dimensions of the ongoing Projects and considering all deliverables, milestones and due dates.

Key responsibilities:

- Project managing, reporting and compliance, considering all deliverable, milestones and due dates.
 - Supporting the team in project management, equipment acquisition and other resources.
 - Dissemination and communication activities in the framework of the project.
 - Interact with funding entities.
 - Organization of research and innovation events.
 - Support the financial team in the financial report of the project.
 - Coordinate contributions and execute technical and follow-up reports of the project.
 - Support funding application for new projects.
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Minimum requirements and qualifications:

- MSc and or PhD in Mechanical Engineering, Electrotechnical Engineering, Physics, Chemistry, Mathematical and Computational Sciences or related areas.
 - The candidates should also have an excellent academic and professional track record, be committed to work in a team and be highly motivated and oriented towards Science and Technology Management, particularly in the context of a European project.
 - The candidate should attested experience in Science Project Manager and writing proposals.
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Preferential factors:

- Previous experience in management and coordination of European projects
 - The candidates should be able to communicate orally and in written form in English language and be able to communicate orally and written in Portuguese language.
 - Good communication, planning, time management skills and also risk management and writing skills capacity.
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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.

Application process:

- Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)
- Application period: 2025-09-08 until 2025-10-09
- Candidates who meet the minimum requirements will be admitted to the evaluation and selection phase.

Selection process:

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, 20%): Highest academic degree obtained (30%); Relevance of courses to the position (10%)
- **Additional Certifications and Qualifications** (CQ, 40%): 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: Eduardo Silva
- Jury members: Diana Viegas, José Miguel Almeida