

CALL FOR APPLICATIONS — Technical Staff

Job reference: AE2026-0037 (SAAF-Geral)

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

Position: Technical Staff

Regime and location: Híbrido – Porto

Responsible: Marta Barbas

Start date: Uncertain term contract, starting on March 15th or as agreed between the parties.

Job summary:

INESC TEC is inviting for applications for a Technical Staff in the field of Funding Opportunities

The activity to be developed falls within the scope of the funding opportunities office, specifically regarding the search for and dissemination of information about funding opportunities and assistance in preparing applications for European and international programs.

Key responsibilities:

- Seeking and disseminating information about European and international funding opportunities for INESC TEC's R&D&I activities.
- Preparing reports on programs and funding possibilities.
- Monitoring and participating in the preparation and submission of applications.
- Compiling data on submitted applications and providing information on the results.

Minimum requirements and qualifications:

- Master's Degree, Integrated Master's Degree, Bachelor's Degree - Before Bologna. In Economics, Law or International Relations.
- Oral and written communication skills in Portuguese and English.
- Computer proficiency in Windows and Office tools.
- Proactive personality, initiative, and willingness to learn.

Preferential factors:

- Good organizational, analytical and proactive skills in finding solutions.
- Ability to integrate easily into work teams.
- Willingness to travel abroad.
- Advanced knowledge of spoken and written English.
- Experience in European funding issues.

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: 12/02/2026 until 25/02/2026
- Candidates who meet the minimum requirements will be admitted to the evaluation and selection phase.

Metodologia de seleção:

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 (20%); Relevance of previous positions (20%)
- **Academic Background** (AF, 20%): Highest academic degree obtained (10%); 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 (30%)

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: Marta Barbas
- Jury members: Aníbal Matos e Luís Seca.