

CALL FOR APPLICATIONS: Management and Monitoring Analyst

Job reference: AE2026-0159 (GABEI - ECC)

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

Position: Management and Monitoring Analyst

Regime and location: Hybrid– Porto

Responsible: Sara Brandão

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

Job summary:

INESC TEC is inviting for applications for a Management and Monitoring Analyst 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.

Key responsibilities:

- Managing programs and initiatives to attract, accompany and develop research students (curricular and summer internships, exchanges and mobility, doctoral scholarships).
 - Participating in the definition and development of information systems and data monitoring for the management of research students.
 - Creating and monitoring metrics and key performance indicators (KPIs), contributing to analytical reports to support decision-making.
 - Implement feedback collection mechanisms, such as satisfaction surveys, and use the results to adjust initiatives.
 - Consolidate information and resources for students (FAQs, handbooks, dedicated emails, web pages) and ensure effective communication.
 - Support the creation of integration processes articulated with HR and ensure that students are fully integrated into their projects.
 - Collaborating in the implementation of communication and talent attraction strategies, in conjunction with the communication service.
 - Supporting student-led initiatives and facilitating feedback collection mechanisms.
 - Preparing reports, meetings, events and other operational processes for the office.
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Context of the Research Students Office:

INESC TEC welcomes hundreds of students every year from all the three cycles of higher education, with more than 150 curricular and summer internships, 360 master's dissertations, and nearly 400 doctoral theses ongoing. 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 Student Research Office's mission is to enrich the research path at the institution, in connection with the scientific and business ecosystem, providing a distinctive environment, particularly in doctoral education. It fosters a strong network of talented students and prepares them to excel in research and succeed in their future careers.

Minimum requirements and qualifications:

- Master's or Bachelor's degree in Management, or equivalent field.
- Strong organizational, planning and communication skills (oral and written, in Portuguese and English).
- Analytical and data management skills, with experience using data analysis tools (Excel, Power BI, etc.).
- Ability to manage multiple operational activities, data, and deadlines.
- 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 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.

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:

- Fill in the electronic form at: <http://www.inesctec.pt/> in the section [WORK WITH US](#)
- Application period: 2026-06-05 a 2026-06-25
- Candidates who meet the minimum requirements will be admitted to the evaluation and selection phase.

Selection Methodology:

Curricular Assessment (60%)

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

- Adequacy of the profile (60%)
- Relevance of professional experience to the position (10%)
- Academic qualifications and competencies (30%)

Each criterion will be scored by the Jury, resulting in a final score based on which a ranked list of candidates will be established in descending order of merit.

Interview (40%)

- The five candidates with the highest scores in the previous phase will be invited for interview.

Communication of Results

The results of the selection process will be communicated to the candidates via 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: Aníbal Matos

- Jury members: Sara Brandão, Joana Desport Coelho