

CALL FOR APPLICATIONS: Management and Monitoring Analyst

Job reference: AE2026-0243 (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 01/10/2026 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 junior role combining the operational management of the office's activities with the development of information systems, data monitoring, and strategic initiatives aimed at supporting research students, particularly PhD students.

The selected candidate will contribute to the organisation and coordination of internship, mobility and doctoral scholarship programmes, as well as to the definition and monitoring of performance indicators and the production of reports to support decision-making. Working closely with the Head of the Office and collaboratively with several institutional services, the candidate will help strengthen INESC TEC as an excellent environment for research students.

Key responsibilities:

- Manage programmes and initiatives to attract, support and develop research students, including curricular and summer internships, exchange and mobility opportunities, and doctoral scholarships.
 - Participate in the definition and development of information systems and data monitoring processes for the management of research students;
 - Create and monitor metrics and key performance indicators (KPIs), contributing to analytical reports that support decision-making;
 - Implement feedback collection mechanisms, such as satisfaction surveys, and use the results to improve and adjust initiatives;
 - Consolidate information and resources for students, including FAQs, handbooks, dedicated emails and web pages, ensuring clear and effective communication;
 - Support the development of onboarding and integration processes in coordination with HR, ensuring that students are fully integrated into their projects;
 - Collaborate in the implementation of communication and talent attraction strategies, in coordination with the Communications Office;
 - Support student-led initiatives and facilitate mechanisms for collecting feedback;
 - Prepare reports, meetings, events and other operational processes of 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 ongoing doctoral theses. With state-of-the-art laboratories and applied research projects, the institute offers a privileged environment for students' academic and professional development.

The Research Student Office is responsible for the development and coordination of strategic initiatives, strengthening INESC TEC's capacity on advanced training. Operating at a systemic level, it defines and implements the conditions that enable excellence throughout students' research journeys, in alignment with the institute's long-term strategic objectives. The Office contributes to strategic definition, institutional coherence and evidence-based decision-making concerning a community that plays a central role in INESC TEC's scientific output and innovation capacity.

Through an integrated and multi-dimensional approach, it strengthens supervision practices, institutional partnerships, monitoring mechanisms and visibility, consolidating INESC TEC's position as an international reference in doctoral education and as a distinctive actor in advance training. By engaging key internal and external stakeholders, it ensures that the institutional conditions are in place for research students to achieve excellence and generate high-impact scientific outcomes.

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 academic, curricular or professional experience using data analysis tools such as Excel, Power BI or equivalent.
- 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:

- Academic, extracurricular or professional experience in higher education, research, project management or student-focused initiatives will be valued.
- Skills in information systems, project management and the production of analytical reports will be 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: 2026-08-13 a 2026-09-07
- 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