

EURAXESS

Administrative Assistant

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Apply



29 Dec 2023

Job Information

Organisation/Company	LIP - Laboratório de Instrumentação e Física Experimental de Partículas
Department	LISBON
Research Field	Management sciences
Researcher Profile	First Stage Researcher (R1)
Country	Portugal
Application Deadline	12 Jan 2024 - 17:00 (Europe/Lisbon)
Type of Contract	Temporary
Job Status	Part-time

Hours Per Week	17.5 (50%)
Offer Starting Date	15 Jan 2024
Is the job funded through the EU Research Framework Programme?	H2020 / ERC
Reference Number	FARE, Fake News and Real People - Grant Agreement: 853566
Is the Job related to staff position within a Research Infrastructure?	No

Offer Description

The Laboratory of instrumentation and Experimental Particle Physics (LIP) is opening a selection tender for one vacancy for **Administrative Assistant** to aid research in the scientific subject of Computational Social Sciences, in the framework of the project "FARE, Fake News and Real People", Grant Agreement 853566, funded by the European Research Council (ERC).

The candidate will be hired under a **non-fixed term work contract**, pursuant to the Labour Code, approved by law no.7/2009 of 12th February, under its current reading.

The recruited candidate will integrate a multidisciplinary and diverse research team and be supported by more senior team members in a collegial and collaborative environment.

The candidates should have an educational or professional background relevant to project scope including administration, communication, design, project management, and content management. Previous experience managing and coordinating European projects is mandatory.

Candidates can apply by sending the following documentation:

- a) Curriculum Vitae
- b) Certificate or diploma copy, if applicable
- c) Contacts of 2 references
- d) Other documents the candidate considers relevant for their application

Applications should be sent as pdf files to the email address natalia@lip.pt.

Requirements

Research Field	Management sciences
Education Level	Bachelor Degree or equivalent

Skills/Qualifications

The candidate should have an educational or professional background relevant to project scope including administration, communication, design, project management and content management. Previous experience managing and coordinating European projects is mandatory.

Specific Requirements

Communication skills, in formal and informal contexts, as well as previous experience in multicultural environments, are valued. The candidate should possess good organizational skills, as well as knowledge on Microsoft Office and Adobe Illustrator. Excellent domain of English and Portuguese, both spoken and written, are also requisites for this

position.

Languages ENGLISH

Level Excellent

Languages PORTUGUESE

Level Excellent

Research Field Management sciences

Years of Research Experience 1 - 4

Additional Information

Benefits

Monthly gross remuneration (before tax and social security contribution) starts at **1122,83 Euros** per month, corresponding to level 11 of the Tabela Remuneratória Única for 2024. Holiday, Christmas and meal allowances are paid as defined by the Labour Code approved by Law no. 7/2009 of 12th February, under its current reading. This amount can be adjusted according to the experience of the selected candidate.

Eligibility criteria

Any national, foreign, or stateless candidates who hold an academic or professional curriculum whose profile is suited for the activity to be performed can submit their applications.

All candidates who formalize their applications in an improper way or fail to prove the requirements imposed by this tender are excluded from admission. In case of doubt, the panel is entitled to request any candidate to present further documentation supporting his/her statements. False statements provided by the candidates shall be punished by law.

Selection process

The tender selection panel shall be formed by:

- Prof. Joana Gonçalves de Sá (LIP)
- Dra. Rita Saraiva (LIP)
- Prof. Nuno Castro (Minho University/LIP)

Evaluation criteria are the following:

Evaluation of the CV of the candidates, namely their educational background and management of European projects.

Each member of the panel will value the criteria for each candidate, taking into account the requirements of the duties to be performed, the adequacy of previous experience, his/her relationship to the relevant areas and sub-areas.

The selection will consider the applicant's Curriculum Vitae particularly the education and training (60%) and past work experience (40%).

After applying the selection criteria, the panel will prepare an ordered list of the approved candidates and their corresponding classification. In case none of the candidates can demonstrate suitable skills or background, the panel will not select any candidate.

The panel's final decision shall be validated by the head of the institution, who is also responsible for the hiring.

Both the admitted and excluded candidate list and the final classification list shall be sent by email to all candidates with delivery receipt.

Preliminary Hearing and Final Decision Deadline: Pursuant to article 121 of the Administrative Procedure Code, all candidates have 10 working days to respond upon notification. Panel's final decisions are pronounced within a period of 90 days from the application deadline.

This tender is exclusively meant to fill the vacancy and can be terminated at any time until approval of final candidate list, and expires with the respective occupation of said vacancy.

Additional comments

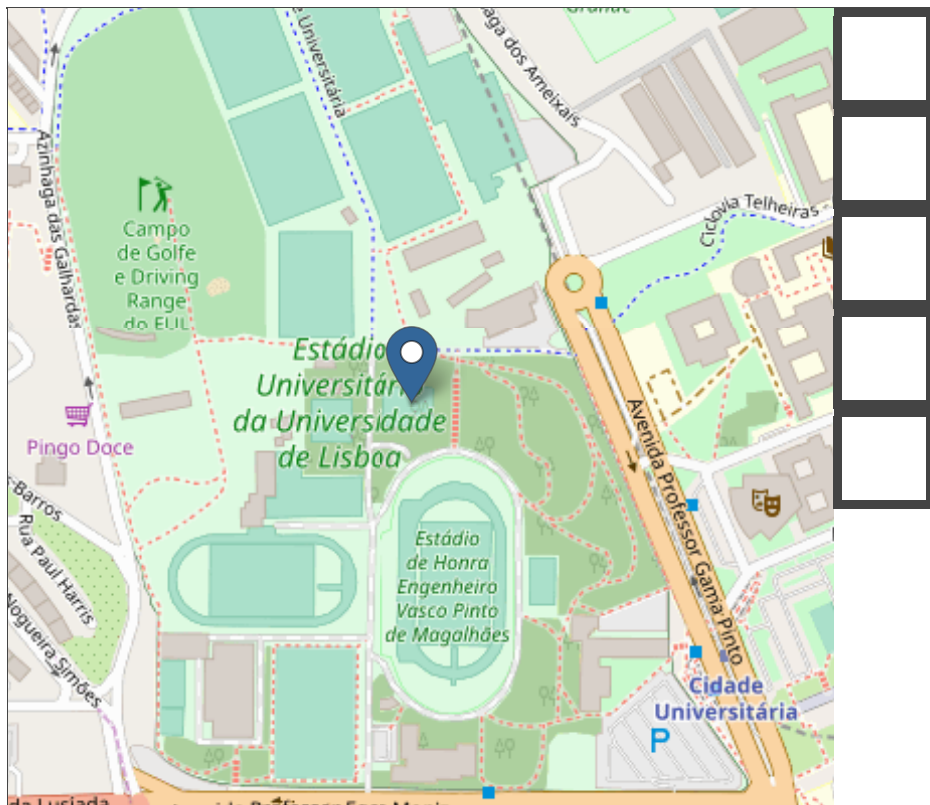
Non-discrimination and equal access policy: LIP actively promotes a nondiscrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

Pursuant to article 3 (3) of Decree-Law no. 29/2001 of 3 February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication/expression means to be used during selection period on their application form, under the regulations above.

Website for additional job details <https://www.lip.pt/?section=about&page=recruitment>

Work Location(s)

Number of offers available	1
Company/Institute	LIP - Laboratório de Instrumentação e Física Experimental de Partículas
Country	Portugal
State/Province	LISBON
City	LISBON
Postal Code	1649-003
Street	Av. Prof. Gama Pinto, nº 2
Geofield	



Where to apply

E-mail natalia@lip.pt

Contact

City LISBON

Website <http://www.lip.pt>

Street Av. Prof. Gama Pinto, nº 2

Postal Code 1649-003

E-Mail natalia@lip.pt