EU Funding Officer

Research Funding Affairs Unit, Instituto Gulbenkian de Ciência, Oeiras, Portugal

The Instituto Gulbenkian de Ciência (IGC) is looking for an experienced EU Funding Officer to join the team of the Research Funding Affairs (RFA) Unit (http://www.igc.gulbenkian.pt/facilities/rfaunit).

ROLE:
We seek a profound knowledge of the European Commission (EU) funding programmes for Science with an emphasis on the pre-Award phase. The officer will actively assist the IGC Community in securing competitive EU funds for research and other activities related to the institute’s strategic goals, following IGC internal policies and conditions of funding bodies. Although the focus of the position will be on the pre-award management of EU calls, the post holder may also be called to assist on post-award management and provide support for other matters dealt by the RFA Unit, as needs arise.

Successful candidate main responsibilities will include:
- Identification and dissemination of EU grant opportunities suitable for IGC researchers
- Analysis of EU awards policies and requirements
- Inform potential candidates of regulations applicable to different EU research grants calls
- Provide professional guidance and support to IGC researchers in the preparation, development and submission of strong research grant proposals to competitive calls from EU and other relevant national or international funders (e.g. Widening, Portugal 2020, Erasmus +, ITNs, Marie Skłodowska-Curie programmes, ERC, etc.)
- Lead contract negotiation with EU of awarded grants in liaison with other relevant departments at IGC and handover meeting of grant contracts to the post-award services.
- Participation & organization of professional conferences, meetings, seminars and workshops on EU funding issues.

He/she will be working closely with the other members of the RFA Unit team and IGC services.

PROFILE:
- PhD degree in Life Sciences or related areas.
- Proven experience in managing applications to competitive calls from the EU in the life sciences domain. Demonstrated experience with other national and international bodies would be an advantage and/or experience in working at the EU or at a National Contact Point.
- Experience in grant writing and editing.
- Proficiency in written and spoken English. Portuguese proficiency would be an advantage.
THE RFA UNIT:
The RFA unit aims to support IGC researchers in assembling better funding proposals to maximize the available public & private funds from various national & international sources. Services offered involve search and dissemination of funding opportunities tailored to the needs of the institute, assist in the assembly and submission of strong proposals to national and international funding agencies, lead the contract negotiation of successfully funded projects and organization of training events for researchers at all career stages on new funding opportunities, grant requirements and proposal development skills.

APPLICATION PROCESS:
Potential candidates should send to the email rfaunit@igc.gulbenkian.pt one PDF file with a Letter of Motivation, detailed Curriculum Vitae, contacts of two references and one copy of the PhD certificate, with the subject RFA_EU Funding Call
The deadline for the applications submission of this announcement, is hereby set at the period of 30 calendar days after publication of this announcement, starting on 24th July 2018.

SALARY:
The salary and other labor conditions, including the type of contract and its duration, will adequate to the candidate's professional experience.

SELECTION PROCEDURE:
A first round will consist on an assessment of eligibility and the analysis of the application containing CV, letter of motivation and recommendations. Short-listed applicants will be invited for an interview at the IGC or by Skype.

NON- DISCRIMINATION AND EQUAL ACCESS POLICY:
The Instituto Gulbenkian de Ciencia of the Calouste Gulbenkian Foundation actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefitted, impaired or deprived of any rights whatsoever, or be exempt of any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, 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