

PROJECT MANAGER

AccelBio is looking for one **Project Manager** to join CoLAB AcceiBio, with the funding support of RE-C05-i02 – Missão Interface N.º 01/C05-i02/2022.

Job summary

We are seeking a highly skilled and motivated Project Manager to join our team. The Project Manager will be responsible for overseeing the planning, execution, and completion of projects within specified deadlines and budget constraints.

Responsibilities

- Analysis of contracts and regulations, financial maps and budgets;
- Technical and financial follow-up of projects, management of technical and financial reporting assuring that the deadlines are met, in collaboration with the Management Team;
- Organization of meetings – support the organization of internal and external events;
- Work with the Management Team to ensure that necessary due diligence and audit work is undertaken in line with funder requirements;
- Track project expenses and resource utilization, identifying cost-saving opportunities and optimizing resource allocation;
- Support on the preparation of purchasing orders and liaison with AccelBio collaborators and suppliers;
- In projects where CoLAB AcceiBio is the coordinator, the project manager will also be in charge of compiling the information from all partners and consolidating the reports, follow-up of deliverables and milestones;

Required skills and qualifications

- BSc and/or Master's degree in Management, Accounting, Finance and/or Health Sciences;
- Experience in project management and accounting;
- Strong skills in procedural analysis and organization of administrative/financial aspects;
- Relational capacity with internal customers;
- Good knowledge of English, spoken and written;
- Very good computer skills from the user's perspective, with emphasis on Excel;

Preferred skills

- Formal certification in Project Management (e.g. PMP, CAPM, PgMP);
- Support the preparation of project proposals on what concerns the PM requirement aspects of the different calls;
- Able to educate others on best practices in project management tools and practices and ensure continual improvement is delivered through capacity building and innovation;
- High sense of responsibility, honesty, organization, dynamism and proactivity;
- Communication and active listening skills;
- Teamwork;
- Immediate availability.

About AccelBio | Collaborative Laboratory to Foster Translation and Drug Discovery

AccelBio is a collaborative laboratory that aims to be the bridge that brings biomedical science closer to the market. With a set of partners that cover all the necessary capacities and expertise to drive drug discovery, AccelBio selects fundamental research discoveries and cutting-edge technology platforms and tools and guides the transformation of breakthrough science into validated and investment-worthy assets. AccelBio complements academic research groups and start-ups with industry-standard drug discovery capabilities - target validation, assay development, high-throughput screening, *in silico* modelling, medicinal chemistry, *in vitro* and *in vivo* testing, IP support and business development. Innovative platforms are also being developed within a well-defined R&I agenda that will further boost drug discovery. By providing these capacities and specialized expertise, AccelBio will de-risk drug discovery assets until they are ready to be out-licensed to industry or established as the foundation of new spin-off companies.

AccelBio consists of the following **associate members**

- Instituto de Medicina Molecular João Lobo Antunes
- Instituto Superior Técnico
- Universidade de Coimbra
- Biocant Park
- Roche Portugal
- BSIM Therapeutics
- CellmAbs
- TargTex
- Basinnov
- Vertical Sentinel
- Biovance Capital

Monthly remuneration

Monthly gross salary will be defined according to relevant experience and merit of the candidate within the predicted in the funding project. Gross value subject to mandatory taxes as per Portuguese Labor Law.

Start Date and workplace

The contract is anticipated to start in June 2024 and will be sustained for the duration necessary to execute the outlined work plan. The activities will be carried out in a hybrid manner, encompassing work at the Instituto de Medicina Molecular in Lisbon, as well as other essential locations as required for their completion

Evaluation criteria

The admitted applications will be evaluated based on the quality and relevance of their professional path and their adequacy to the proposed plan, through the analysis of the *Curriculum Vitae* and Motivation Letter (80% and 10%, respectively) and Interview (10%). Only the candidates with a score above 80% in the CV assessment will proceed to the interview stage. After evaluation of all admitted applications, the jury will write a meeting minute with all process of recruitment, evaluation and selection including an ordered short list of approved candidates (alphabetic order) and their respective classification. The final decision of the jury shall be validated by AccelBio Direction.

Members of the jury

The jury is composed by Bárbara Gomes (PhD, President of the Jury), Silvia Almeida (PhD) and Hugo Almeida (MBA).

Application process

Submission of the CV, motivation letter and Degree(s) Certificates at AccelBio's website, from March 26th to April 17^h.

Note: The non-compliance with these requirements will result in the rejection of the application.