

PROJECT MANAGER

AccelBio is looking for one **Project Manager** to join CoLAB AccelBio, within the framework of the project BioTransfer, funded under the call COMPETE2030-2024-6-Transferência do conhecimento científico e tecnológico. BioTransfer is a co-promoted initiative (i3S, AccelBio, CoLAB Trials) aiming to build a connected “battery” of instruments for biomedical tech transfer.

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

- Manage projects to ensure compliance with funding schemes regulations and deadlines.
- Foster communication and collaboration among project stakeholders and organization of relevant initiatives.
- Ensure timely and high-quality completion of reports, deliverables, and milestones.
- Ensure efficient resource usage and proper budget execution, according to project rules and legal aspects.
- Coordinate and contribute to the writing of technical and financial reports, and other project documentation.
- Identify and mitigate risks to ensure smooth project execution.
- Prepare and maintain project documentation, presentations, and records.
- Oversee transversal aspects such as open science, ethics, and innovation.
- Organize project events, training, meetings, and workshops.
- Advise partners on scientific, administrative, and horizontal issues, including ethical, legal, and social aspects.
- Manage project external communication tools, including websites, podcast platforms and social media for disseminating results to various audiences.
- Contribute to raising additional funds and preparing new grant applications.
- Assist with transversal tasks within the Management team.

- **Required skills and qualifications**

- BSc and/or Master's degree in Management, Accounting, Finance and/or Health Sciences.
- Proven project management skills and experience managing collaborations.
- Experience with competitive grants, and organizing scientific events.
- Strong skills in procedural analysis and organization of the administrative/financial aspect.
- Relational capacity with internal customer.
- 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.
- 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.

AcceiBio consists of the following **associate members**

- Instituto Gulbenkian de Medicina Molecular
- Instituto Superior Técnico
- Universidade de Coimbra
- Biocant Park
- Roche Portugal
- BSIM Therapeutics
- TargTex
- Valvian
- 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 expected to start in January 2026 and is maintained for the duration required to execute the outlined work plan; the activities will be developed remotely with possibility to locate at Biocant Park.

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 (70% and 10%, respectively) and Interview (20%). Only the candidates with a score above 80% in the CV assessment will proceed to the interview stage.

Jury panel and deliberation

The jury is composed by Bárbara Gomes (PhD, President of the Jury), Silvia Almeida (PhD) and Ricardo Viais (PhD). The panel shall deliberate by means of roll-call voting based on the adopted and disclosed selection criteria, with no abstentions allowed. Minutes of panel meetings shall be taken. These shall contain a summary of events, as well as details of the votes cast by each of the members and their respective reasoning. After all selection criteria have been applied, the panel shall prepare a ranked list of approved candidates and their respective classification. Results will be publicly available at AcceiBio website for a period of ten days following the results publication.



Candidates will be notified by email once this list has been made available. After notification of the results, candidates have ten days to respond. In the following five days (from the end of the candidates' response period), the panel's final decision is issued.

Application process

Submission of the CV, motivation letter and Degree(s) Certificates at AccelBio's website, from October 29th to November 30th.

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