

CALL FOR APPLICATIONS: Technical Specialist

Job/position/grant:

Job reference:	AE2022-0198 (SRI-Geral - SRI) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	Technical Specialist
City:	INESC TEC, Porto
Research field:	Main: POLITICAL SCIENCES Sub: Governance, Science and society

Job summary:

INESC TEC is accepting applications for 1 Technical Specialist job in the International Relations and Science Diplomacy	
Scientific Advisor:	Andreia Passos
Duration of the contract:	from 2022-08-01 to 2023-07-31, eventually renewable.
Location:	INESC TEC, Porto

Job description:

Work Area: International Relations and Science Diplomacy
Project overview: This job description entails a number of different tasks, yet highly interrelated, whereby the selected candidate will work to raise the institution's international profile. The work plan will include activities in the following areas: International Mobility; International Cooperation and International Culture. The selected candidate will work with researchers, international partners and high-level actors.
Objectives: Support the International Relations Service in its mission of improving the international standing of INESC TEC by: Prospecting foreign institutions with whom INESC TEC can engage and develop sound partnerships; Keeping up to date on political, economic and social developments at the national and international levels; Connect with relevant interface stakeholders (e.g., Embassies) to identify and organise activities that can help promote the institution abroad; Assisting in the negotiation and drafting of international MoUs with institutional partners and tracking their progress and outcomes; Giving support to foreign staff in their relocation processes; Proposing and managing initiatives to incentivise the hosting of international visitors, and the participation of staff in international mobility programmes; Helping organise the reception of international delegations and following up on those visits; Undertaking protocol duties; Organising events assigned to the Service; Proposing and monitoring international indicators; Producing reports and briefings; Spotting opportunities to develop the INESC TEC community's intercultural communication skills; Manage the Intercultural Ambassadors Network.

Academic Qualifications:	BSc or Master's Degree in International Relations, Political Sciences, Science and Technology Management or other related areas
Minimum profile required:	Appropriate professional experience of at least one year; highly proficient in English (spoken and written); proficient in Microsoft Office Apps (Word, Excel, PowerPoint).
Preference factors:	Master's Degree; Experience in working with organisations with a strong international profile and multicultural environment; Satisfactory knowledge of another language to the extent necessary for the performance of his/her duties; Very good oral and communication skills;

Funding Entity:	
Type of contract:	fixed-term contract
The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term employment contracts and by INESC TEC norms.	

Selection criteria:	The selection of the candidates will be based on the following criteria, in descending order of consideration: a) Relevant Curriculum in the concerned field of this tender b) Proven experience.
Selection Jury:	President of the Jury: Prof. Rui Carlos Oliveira; Member: Prof. João Claro; Member: Andreia Passos;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2022-06-22 to 2022-07-05
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us