

RECRUITMENT NOTICE

PRE-BOLOGNA DEGREE OR MASTER'S DEGREE (Management)

Application 06/2022

ForestWISE is a Collaborative Laboratory focused on forest and fire issues through the development of (co)research, innovation and knowledge transfer and technology activities. Our goal is to increase and improve sustainable forest management in Portugal, the competitiveness of the Portuguese forestry sector and to reduce negative consequences of large rural fires.

ForestWISE currently leads or participates in national and international large scale and impact projects in the forest and fire areas.

ForestWISE opens positions for **two Administrative and finance managers** in the scope of RN21 Integrated Project - Innovation in the Natural Resin Sector to Strengthen the Portuguese Bio-economy, funded by Fundo Ambiental through Component 12 - Promotion of Sustainable Bio-economy (Investment TC-C12-i01 - Sustainable Bio-economy No. 02/C12-i01/202), through European funds provided to Portugal by the Recovery and Resilience Plan (RRP), in the scope of the European Recovery and Resilience Facility (RRF), framed in the Next Generation UE, for the period from 2021 -2026.

Position: ADMINISTRATIVE AND FINANCE MANAGER – two positions

Summary description of the function:

Under the supervision of the ForestWISE's CTO and the RN21 integrated project Director, the Administrative and Finance Manager will:

- Assess the activity and projects control in the management and financial component;
- Coordinate and execute tasks related to the day-to-day work, according to the established procedures;
- Manage accounting information and ensure the organization of physical and digital documentation, according to established procedures;
- Ensure the regular flow of information with partners and funding entities' administrative and financial services;
- Organize files from the financed projects;
- Analysis, control and monitoring of the indicators, KPIs, goals and projects milestones;
- Support the coordination and supervision of financial activities and operations;
- Support the coordination and the development of administrative and financial information reports in audit and control processes of project execution;

- Support project management activities, including communication and results dissemination;
- Execute the assigned actions planned under the RN21 project;
- Represent ForestWISE when requested.

Qualifications:

Pre-Bologna degree or Master's degree in Management, Economy, Finance and Administration or similar areas.

Required experience:

Among others, the following are prioritized:

- Experience in participation and/or project management and/or consulting projects in collaboration with companies and entities of the national scientific and technological system;
- Analysis and control of management indicators;
- Knowledge of organizational, administrative, and financial techniques;
- Reporting of administrative and financial information in auditing processes and project execution control;
- Handling of hiring processes in recruitment platforms;
- Organization and processing of expense processes and payment requests to funding entities;
- Portuguese and English language written and oral proficiency (level C1 of the Common European Framework of Reference for Languages);
- Office knowledge in user's perspective;
- Three years of professional experience in the area.

Personal skills/ Soft Skills:

- Organization and work method skills;
- Easy integration on teamwork;
- Ease of relationship with different interlocutors;
- Excellent communication and interpersonal skills;
- Excellent writing and synthesis skills;
- Proactivity and ability to identify improvements in the information flows;

- Proactivity in solving organization's daily issues;
- Availability and flexibility of schedule.

Evaluation Criteria:

- Interview with candidates with curricular evaluation equal to or greater than 14 points
- The final classification will be the weighted average of the curriculum evaluation, which will assume a weight of 60%, and the interview, which will represent 40%
- Selection of the candidate with the best final ranking
- The jury reserves the right to decide not to select any candidate if they agree that none of the candidates has the profile required.

Conditions

Each selected Administrative and finance manager will be entitled to an employment contract with a fixed annual salary between TRU 15 and TRU 32 levels according to the curriculum vitae and the experience presented and proven.

Workplace: Vila Real

ForestWISE actively promotes a non-discrimination and equal access policy. No candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due to, namely, parentage, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and union membership.

Jury:

Miguel Silveira - Chairman of the Board

Francisco Carvalho – Administrador

João Gaspar – Administrador

Carlos Fonseca – Chief Technology Officer

Alexandra Marques – Executive Coordinator

Paulo Fernandes – Executive Coordinator

Rogério Rodrigues - Executive Coordinator

Raquel Paiva – Project Controller

Application submission:

Send curriculum vitae, degrees certificates, motivation letter and other necessary documents to contact.fw@forestwise.pt and raquel.paiva@forestwise.pt

Date: from 20/07/2022 a 12/08/2022