

RECRUITMENT NOTICE

ADMINISTRATIVE AND FINANCE MANAGER

Application 09/2023

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

CoLAB ForestWISE opens positions for one Administrative and Finance Manager in the scope of RN21 Integrated Project - Innovation in the Natural Resin Sector to Strengthen the Portuguese Bioeconomy, funded by Fundo Ambiental through Component 12 - Promotion of Sustainable Bioeconomy (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 EU, for the period from 2021 -2026.

Position: Administrative and Finance Manager – one position

Summary description of the function:

Under the supervision of the CoLAB ForestWISE's CTO and the RN21 Integrated Project Director, the Administrative and Finance Manager will:

- Advise the projects activity and project control in the administrative and financial component;
- To coordinate and execute tasks related to the office, according to established procedures;
- Manage accounting information and ensure the organization of physical and digital documentation, according to established procedures;
- Ensure the regular information flow between partner's and funding entities' administrative and financial services;
- Organize and update project files;
- Analyse, control and monitor project indicators, KPIs, targets and milestones;
- Support the coordination and supervision of financial activities and operations;

- To support the coordination and elaboration of administrative and financial information reports in auditing and control project execution processes;
- Support project management activities, including communication and dissemination of results;
- Develop the actions foreseen under the RN21 project assigned;
- Represent CoLAB ForestWISE when requested.

Qualifications:

Degree or master's degree in management, Economics, Accounting, Administration and Finance, or related areas.

If the qualification has been acquired by a foreign higher education institution it must be recognised by a Portuguese higher education institution, under the terms of Decree-Law No. 341/2007, of 12 October, regulated by Order No. 227/2017, of 25 July and updated by Decree-Law No. 66/2018, published in the Diário da República (1st Series, No. 157, of 16 August 2018), having any formalities established in this document be complied with by the effective date of the hiring.

Required experience:

Among others, the following are prioritized:

- At least three years of professional experience, in project management 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;
- Processing of contracting processes in 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.

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 20 and TRU 35 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.

Juri:

Miguel Silveira – Chairman of the Board

Francisco Carvalho – Member of the Board

Carlos Fonseca – Chief Technology Officer

Alexandra Marques - Executive Coordinator

Rogério Rodrigues – Executive Coordinator

Raquel Paiva – Administrative, Financial and Human Resources Department Coordinator

Application submission:

Send curriculum vitae, degrees certificates, motivation letter and other necessary documents, with the application reference number (Application 09/2023) to contact.fw@forestwise.pt and raquel.paiva@forestwise.pt

Date: from 09/05/2023 to 22/05/2023