

RECRUITMENT NOTICE

PUBLIC PROCUREMENT MANAGER

APPLICATION 22/23

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 position for one Public Procurement 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: Public Procurement Manager – one position

Job description:

Under the dependence of the CTO of CoLAB ForestWISE and the Director of the RN21 Integrated Project, the Manager in Public Procurement is responsible for the following functions:

- Providing support to the committee responsible for deciding on contracts in the exercise of its powers;
- Preparation of public procurement procedure documents, support for juries and for the body responsible for contracting decisions, among other documents to assist in the processing of administrative procedures;
- Supporting the preparation of proposals and prior hearings within the scope of public procurement procedures;
- Monitoring the execution of contracts;
- Advice and clarification of doubts regarding legal aspects of public procurement, as well as other legal and administrative matters within the scope of the project;

- Support in drafting and revising agreements, addendums, protocols, contracts and other documents;
- Support in various issues relating to project management and liaison with external entities, including the funding body.

Qualification:

Bachelor's or master's degree in Law, Economics, Management and 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.

Experience required:**Among others the following are prioritized:**

- Professional experience in public and/or private work environments, preferably with contracting authorities in Public Procurement;
- Registration, or possible reactivation, with the relevant professional association;
- Professional experience in Public Procurement;
- Experience in Public Finance;
- Consolidated knowledge of the legal framework of the public procurement code and the administrative procedure code;
- Knowledge of compliance and data protection;
- Motivation to join a team with administrative and financial responsibilities, particularly in the area of Purchasing/Public Procurement;
- Appetite for working in multidisciplinary teams;
- Autonomy in preparing work.

Personal skills:

- Analysis and critical thinking;
- Planning and organization;
- Proactive attitude when solving tasks and presenting proposed solutions;
- Ability to work under pressure;
- Organization and working method;
- Goal orientation and meeting deadlines;
- Excellent communication and interpersonal skills;
- Ability to work as part of a team;
- Ease of dealing with different interlocutors;
- Excellent communication and interpersonal skills;
- Proactivity in resolving the organization's daily issues;
- Availability and flexible working hours.

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:

The selected Public Procurement Manager will be entitled to an employment contract with a fixed annual salary between TRU 15 and TRU 40 levels according to the curriculum vitae and the experience presented and proven.

Workplace: Vila Real

CoLAB 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 – Member of the Board

João Gaspar – Member of the Board

Carlos Fonseca – Chief Technology Officer Alexandra Marques – Executive Coordinator

Rogério Rodrigues – Executive Coordinator - RN21 Project Director

Marta Martins – RN21 Project Manager

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 22/2023) to: recrutamento@forestwise.pt

Date: From 07/11/2023 to 27/11/2023