

RECRUITMENT NOTICE

RECRUITMENT PROCEDURE FOR THE ESTABLISHMENT OF A RECRUITMENT POOL

ADMINISTRATIVE AND FINANCE MANAGER

Application 07/2025

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 promote sustainable forest management in Portugal, enhance the competitiveness of the Portuguese forestry sector, and reduce the negative consequences of large rural fires. Currently, CoLAB ForestWISE® leads or participates in large-scale national and international projects with significant impact in the areas of forestry and fire and has been expanding its specialized consulting activities in several areas, such as forest inventory and management consulting and areas related to pest and disease monitoring.

CoLAB ForestWISE® is calling for applications for the creation of a **Recruitment Pool to register eligible candidates for the position of Administrative/Financial Manager** in the context of the future reinforcement of the Administrative-Financial Department, in different profiles and within the scope of the Interface Programme - the basic funding programme within the scope of the Recovery and Resilience Plan approved under the terms of Notice no. 01/C05-i02 /2022, Investment RE-C05-i02 - Interface Mission, Integrated Project RN21 - Innovation in the Natural Resin Sector to Strengthen the National Bioeconomy, financed by the Environmental Fund through Component 12 - Promotion of the Sustainable Bioeconomy (Investment TC-C12-i01 - Sustainable Bioeconomy No. 02/C12-i01/222), the transForm Green Agenda - Digital Transformation of the forestry sector for a resilient and low-carbon economy, financed through Component 5 - Capitalisation and Business Innovation, under the European Union's (EU) Recovery and Resilience Facility (RRF), Next Generation EU, for the period 2021-2026, as well as other projects being carried out by CoLAB ForestWISE® .

Position: Administrative/Financial Manager

Summary description of the function:

Under the supervision of the CoLAB ForestWISE® CTO and the Financial Administration Department Coordinator, the employee(s) to be hired will be responsible for the following tasks:

- Performing secretarial and administrative organisation tasks;

- Advising on the administrative, financial and human resources aspects of project activity, planning and control;
- Ensuring the regular flow of information with ForestWISE's administrative, financial and human resources support services and funding organisations;
- Organising and updating project files;
- Advising on the administrative and financial aspects of project activity and control;
- Processing accounting information and ensuring the archiving and management of documentation, within the remit of the Treasury and Accounting area;
- Ensuring the regular information flow with the administrative and financial support services of the partners and funding organisations;
- Organising the dossiers for funded projects;
- Analysing, controlling and monitoring project indicators, KPIs, targets and milestones;
- Supporting the coordination and supervision of financial activities and operations;
- Supporting the coordination and preparation of administrative and financial information reports in auditing and project execution control processes;
- Supporting project management activities, including communication and dissemination of results.

Qualifications:

Degree or Master's in Management, Economics, Administration and Finance, Accounting, Secretarial, Solicitor's 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:

- Work experience in managing projects funded in collaboration with companies and/or organisations in the National Scientific and Technological System;
- Analysis and control of management indicators;
- Knowledge of organisational, administrative and financial techniques;
- Organising and processing expense processes;
- Reporting administrative and financial information in auditing and project execution control processes;
- Handling procurement processes on platforms;
- Organising and processing expenditure processes and payment requests to funding bodies;
- Written and oral proficiency in Portuguese and English (level C1 of the Common European Framework of Reference).
- Knowledge of Office.

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:

The 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.

The work regime may be full-time or part-time.

Workplace: Vila Real

Equal opportunities:

CoLAB ForestWISE® actively promotes a policy of non-discrimination and equal access, ensuring that no candidate is privileged, benefited, disadvantaged or deprived of any right, nor exempted from any duty, on the basis of ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic or racial origin, territory of origin, language, religion, political or ideological convictions, or trade union membership.

Personal data protection:

Personal data submitted by candidates in the context of this call for tenders will be processed lawfully and limited to the purpose for which they were collected. They will be stored and kept for no longer than is necessary, in accordance with the purpose and under the terms laid down by law.

Jury:

José Gaspar – Chief Technology Officer

Alexandra Marques - Executive Coordinator

Rogério Rodrigues - Executive Coordinator

Marta Martins - Financial Administrative Department Coordinator

Candidate notification and announcements:

Candidates will be notified via the email address they provided when submitting their application. The results of the selection procedure, namely the ranking list, will be made available on the

CoLAB ForestWISE website/ via email address.

Application submission:

Send your curriculum vitae, qualification certificates, motivation letter and any other documents you may consider necessary, with reference to the call for proposals (Application No. 07/2025), to the following e-mail address: recrutamento@forestwise.pt

Application submission period: From 24/06/2025 to 14/07/25