

## CALL FOR APPLICATIONS: Communication Manager

**Job reference:** AE2024-0472 (INESCTEC.OCEAN - PE)  
INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência  
**Position:** Communication Manager  
**Regime and location:** Hybrid - INESC TEC in Porto  
**Work field:** Communication

### Job summary:

**INESC TEC is an R&D institution that aims to create a sustainable future through science, technology and innovation with an impact on society, and is accepting applications for a Communication Manager in the Communication field.**

**Responsible:** Joana Desport Coelho

**Duration of the contract:** from 2025-01-01 to 2025-12-31, eventually renewable

**Location:** INESC TEC, Porto, Portugal

### Job description:

**Work Area:** Communication

**Job description:** The work plan to be developed falls within the functional area of Communication at INESC TEC, specifically in supporting R&D projects.

**Objectives:** Coordination of communication activities for a research project in the marine field; Strategic planning of project communication activities (e.g., communication plan and dissemination of results); Execution of project communication activities, namely: (a) Content production in Portuguese and English for various communication media, including news, newsletters, podcasts, websites, among others; (b) Management of various digital platforms, such as websites, social media, among others; (c) Ability to analyse communication metrics (e.g., social media, newsletters, website, etc.), with periodic preparation and presentation of performance reports (deliverables); (d) Organization of events; (e) Liaison with other stakeholders (internal and external to the project).

#### Benefits and advantages:

- Be part of a collaborative, diverse, international, socially responsible, multicultural and inclusive environment with experts in systems administration and artificial intelligence, with clear conditions for individual growth.
- Be able to have a good work-life balance through flexible working hours, hybrid working arrangements (teleworking and face-to-face), time off, birthdays, health insurance with the possibility of extending it to family members, free parking, discounts on hotels, gyms, transport, among others.

### Requisites and Qualifications:

**Academic Qualifications:** Bachelor or Master's degree in Communication Science, Science Communication, or similar

**Minimum profile required:** A minimum of 5 years of experience in similar roles. Advanced proficiency in English - spoken and written – and in WordPress content administration. Video editing and photography skills. Relevant experience in managing social networks, websites and using Microsoft Office (Word, Excel, Access, Power Point, etc.)

**Preference factors:** Master's degree; Professional experience in the Science & Technology area; experience with multimedia tools (ex: Adobe Illustrator, Adobe Premiere, Adobe Photoshop, Canva, etc.); education in science communication; driving license.

**Funding Entity:** on the scope INESCTEC.OCEAN with reference 101136903 funded by the European Commission under the Horizon Europe program for the period 2021-2027

**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

### Application process: Filling in the fields in the “Submit Application” section on INESC TEC’s website.

The candidates who fulfill the minimum requirements will be admitted to the assessment and selection phase

#### Evaluation and selection methodology:

Consisting of two phases, the first involves a Curriculum Assessment (CA) and the second an Individual Interview (IE).

All parameters are assessed on a scale of 0 to 100, taking into account merit, suitability and preference factors.

The CA parameters and their respective weights are:

- Professional Experience (PE, 35%): Years of relevant experience in the position (15%); Relevance of previous positions (20%)
- Academic Background (AF, 45%): Highest academic degree obtained (15%); Relevance of courses to the position (30%)
- Additional Certifications and Qualifications (CQ, 20%): Additional certifications/training relevant to the position (10%); Verification of preference factors (10%)

Candidates with AC < 50 are excluded on absolute merit. The best five candidates who are not excluded on absolute merit are called for the EI. The Final classification (FC) is obtained from the AC (60%) and the EI (40%).

**Disability  
Incentive:**

Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment

Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment.

Said score may, in these cases, exceed 100 points.

Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 of - currently in effect.

**Selection Jury**

President of the Jury: Eduardo Silva  
Member: Joana Desport Coelho;  
Member: : Diana Viegas.

**Notification of results:**

The results of the selection process will be sent to the interested by electronic mail.

**Application period:**

From 2024-11-14 to 2024-11-27

**Application submission:**

Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)