

## CALL FOR APPLICATIONS: Executive Assistant

<b>Job reference:</b>	AE2025-0110 (INESCTEC.OCEAN - PE) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Position:</b>	Executive Assistant
<b>Regime and location:</b>	INESC TEC in Porto
<b>Work field:</b>	Administrativa

### 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 Executive Assistant in the Administrative field.

**Responsible:** Diana Viegas  
**Duration of the contract:** from 2025-04-01 to 2026-03-31, eventually renewable.  
**Location:** INESC TEC, Porto, Portugal

### Job description:

**Work area:** Administrative

**Job description:** Administrative support: Manage the diary and commitments of the INESCTEC.OCEAN Manager; Ensure clear and effective communication with INESC TEC departments; Monitoring and keeping accurate records of operational, financial and administrative flows. Event Coordination: Organising meetings, workshops and events; Coordinate logistics and contact with participants and post-event reports, using virtual platforms when necessary. External Relations: Establish contact with policy-makers, researchers and administrative services, facilitating efficient collaboration; Represent the INESCTEC.OCEAN professionally in face-to-face and virtual interactions, acting as a point of contact for day-to-day operational needs. Financial and administrative management: Collaborate with the different INESCTEC departments to process budgets, expenses and funding reports; Ensuring compliance with internal and external administrative procedures, proactively resolving discrepancies. Operational Efficiency: -Identify and implement improvements in administrative and operational processes; Anticipating team needs and autonomously resolving unexpected challenges.

**Objectives:** The person selected will work at the ISEP campus in Porto and will report to the INESCTEC.OCEAN project coordination team, in conjunction with the Secretariat Coordination. This position directly supports the INESCTEC. OCEAN management team is involved in its activities by ensuring administrative tasks, and institutional procedures are followed. The role includes managing operations, coordinating events to disseminate R&D activities, and communicating effectively with all stakeholders. The main responsibilities include secretarial duties and liaising with management control for financial and administrative processes. We are looking for a professional who excels in a small but agile team environment, with good organisational skills and the ability to effectively coordinate activities across several locations. The ideal candidate should understand the importance of representing institutional research interests in the European context.

#### 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:** Degree in Management, Administration or related field (preferred); Equivalent professional experience will also be considered; Experience analysing European policies and regulations (mandatory); Experience in European projects (preferred).

**Minimum profile required:** Minimum of 3 years of proven experience in an executive or administrative support role, preferably in a European context. Experience in event planning or project coordination would be a plus.

**Preference factors:** Organisation and Detail: Proven experience in managing complex administrative flows with high attention to detail. Communication: Strong verbal and written communication skills, with experience in international professional interactions Adaptability: Demonstrated ability to manage multiple priorities and learn new processes in a dynamic environment Digital Proficiency: Proficiency in Microsoft Office Suite and experience with digital collaboration tools Languages: Fluency in English (required); Knowledge of Portuguese and Spanish is valued.

**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, 40%): Years of relevant experience in the position (20%); Relevance of previous positions (20%)
- Academic Background (AF, 30%): Highest academic degree obtained (10%); Relevance of courses to the position (20%)
- Additional Certifications and Qualifications (CQ, 30%): Additional certifications/training relevant to the position (10%); Verification of preference factors (20%)

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 (70%) and the EI (30%).

**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-propose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 - currently in effect.

**Selection Jury**

President of the Jury: Eduardo Silva

Member: Diana Viegas

Member: Grasiela Almeida

Member: Ana Isabel Oliveira

**Notification of results:**

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

**Application period:**

From 2025-02-27 to 2025-03-12

**Application submission:**

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



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