

CALL FOR APPLICATIONS: Maintenance Assistant and Infrastructure Manager

Job reference:	AE2025-0134 (INESCTEC.OCEAN - PE) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Position:	Maintenance Assistant and Infrastructure Manager
Regime and location:	Hybrid - INESC TEC in Porto
Work field:	Infrastructure and logistics management

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 Maintenance Assistant and Infrastructure Manager in the Infrastructure and logistics management field.

Responsible: Diana Viegas

Duration of the contract: since 2025-04-14

Location: INESC TEC, Porto, Portugal

Job description:

Work Area: Infrastructure and logistics management

Job description: INESCCTEC.OCEAN aims to create a centre of Excellence (CoE) in Ocean Engineering with several operational dimensions (academia, business, infrastructures follow up and upgrade and CoE and governance and autonomy. Considering the abovementioned, the vacancy is for a project manager to follow-up the different dimension of the project and considering all deliverables, milestones and due dates.

Objectives: project managing, reporting and compliance, considering all deliverable, milestones and due dates; supporting the team in project management, equipment acquisition and other resources; dissemination and communication activities in the framework of the project; interact with funding entities - organization of research and innovation events; support the financial team in the financial report of the project; coordinate contributions and execute technical and follow-up reports of 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: Science and Technology Management (Msc and or PhD in Mechanical Engineering, Electrotechnical Engineering, Physics, Chemistry, Mathematical and Computational Sciences or related areas).

Minimum profile required: The candidates should also have an excellent academic and professional track record, be committed to work in a team and be highly motivated and oriented towards Science and Technology Management, particularly in the context of a European project. The candidate should attested experience in Science Project Manager and writing proposals.

Preference factors: Previous experience in management and coordination of European projects - The candidates should be able to communicate orally and in written form in English language and also be able to communicate orally and written in Portuguese language. - Good communication, planning, time management skills and risk management and writing skills capacity.

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

Type of contract: Uncertain term contract

The hiring shall be governed by what is stipulated in the legislation in force regarding uncertain 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, 20%): Highest academic degree obtained (10%); Relevance of courses to the position (10%)
- Additional Certifications and Qualifications (CQ, 40%): Additional certifications/training relevant to the position (10%); Verification of preference factors (30%)

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 (50%) and the EI (50%).

**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: Diana Viegas
Member: Eduardo Silva
Member: Marta Barbas

Notification of results:

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

Application period:

From 2025-03-13 to 2025-03-26

Application submission:

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



Funded by the
European Union

