

Open Call for Project Fellowship

Applications for a Research Management Fellowship (Bolsa de Gestão de Ciência e Tecnologia / BGCT – Mestre) are open at Nova School of Business and Economics (Nova SBE) under the Project *Social Sciences DataLab n.º 22209 01/SAICT/2016*, funded by Fundação para a Ciência e a Tecnologia, with the following conditions:

Project Area: Social Sciences

Education: Possession of a Master's Degree

Admission requirements:

- A. **Qualifications and experience:** Educational background relevant to project scope. Proven experience in project management, managing project budgets, building and establishing relationships with external groups, and fundraising. Deep knowledge of national and international funding instruments and private funding sources
- B. **Communication skills:** Effective communication skills in English and Portuguese, both written and verbal, report writing skills, and experience in presenting material to groups and high level stakeholders
- C. **Team work:** Ability to work autonomously and as part of a small team with enthusiasm, initiative, and strong interpersonal skills

Work Plan: This Project Manager position for the Social Sciences DataLab will:

- Develop, plan, and manage DataLab project with implementation and performance goals
- Financial and administrative management and follow-up related to DataLab project
- Identify and develop outreach opportunities, funding sources, and partnerships
- Write, create, and present periodic reports on DataLab progress for submission to internal and external stakeholders
- Track deadlines and ensure reporting is completed on schedule
- Disseminate DataLab initiatives to internal and external stakeholders via traditional and non-traditional methods
- Negotiate and acquire resources and equipment for DataLab
- Manage and update DataLab website content
- Maintain contacts with research groups at institutions to strengthen and foster collaboration
- Work closely with Nova SBE Library and Research Office to establish synergies and support of ongoing projects and initiatives
- Establish researcher user agreements in compliance with various supplier requirements of databases and microdata sets

Summary of profile: This person should have a proven project management record with the additional ability to manage a budget pertaining to the DataLab project. Person should be fluent in English and Portuguese and able to write and communicate clearly and professionally in both languages. This outgoing and detail-oriented person should possess an interest in outreach and developing new contacts in the scope of identifying and securing future partnerships, funding, and additional datasets from varied sources, including governmental offices.

Summary of Project: Social Sciences DataLab is a three-year infrastructure project, which provides access to the most complete set of databases that are essential for conducting



advanced research in the Social Sciences. DataLab offers fundamental bibliographic and statistical databases in the areas of Economics, Finance, and Management. In association with several public institutions, DataLab offers the research community access to unique large datasets with micro-data. DataLab also supports the SHARE-ERIC project, providing comparable data on ageing in Europe.

Applicable Law and Regulations: Fellowship Holder Statute ("*Estatuto do Bolseiro de Investigação Científica*"), approved by Law no. 40/2004, of 18 August, subsequently amended and republished by Ordinance no. 202/2013 of 27 August, updated in accordance with the Ordinance no. 233/2012 of 29 October, the Law no. 12/2013, of 29 January, and with the Ordinance no. 89/2013 of 9 July. Fellowship Regulations of Nova SBE, approved by Fundação para a Ciência e Tecnologia by 16 April 2014 dispatch and Regulations for Studentships and Fellowships of the Fundação para a Ciência e Tecnologia (FCT).

Work location: The project fellowship will be conducted at Nova SBE under the supervision of Professor Luís Catela Nunes.

Duration of the Fellowship: The fellowship will have a duration of 12 months, with possibility of yearly renewal for the length of the project (3 years), subject to an annual review. The fellowship is planned to start on October 2nd, 2017. The fellowship will be awarded on an exclusive basis, as stated in Fellowship Regulations of Fundação para a Ciência e a Tecnologia.

Monthly allowance: The fellowship salary range is €980 - €1.480, according to the table of values of the Research Fellowships in the country awarded by FCT (<http://www.fct.pt/apoios/bolsas/valores>).

Selection criteria:

The first phase of selection consists of:

- *Curriculum Vitae*: 75% (scale of 0 to 20)
- Motivation letter: 25% (scale of 0 to 20)

Candidates with a score above 16 will be considered for an interview

- Interview: 75% (scale of 0 to 20)
- Evaluation of English language proficiency: 25% (scale of 0 to 20)

Selection Committee:

Luís Catela Nunes – Chairman (Full Professor)

Álvaro Ferreira da Silva – Effective member (Associate Professor)

Alexandra Veiga, Ph.D – Effective member (Executive Director for Research)

Sean Story – Effective member (Library coordinator)

Pedro Pita Barros – Substitute member (Full Professor)

Miguel Ferreira – Substitute member (Full Professor)

Formal notification of results: All candidates will be notified by email.

Application period: The call is open from 5 August to 3 September 2017.



Application procedure: Applications must be submitted by email to research.office@novasbe.pt, under the subject “Social Sciences DataLab Fellowship – Project Manager”, and must include the following documents (mandatory):

1. Motivation letter;
2. Detailed *Curriculum Vitae*;
3. Transcripts of diplomas or degrees with final grades and other documents demonstrating the candidate’s suitability for the required profile