

(BL111/2025-IST-ID)

## Post-Doctoral Research Fellowships

Applications are open for a highly motivated individual holding a Ph.D. in a relevant field that is looking into new career opportunities in research management under 1 Post-Doctoral Research Fellowship(s), within the framework of project/R&D institution CERENA , FCT-UIDB/04028/2025, financed by national funds through FCT/MCTES (PIDDAC), under the following conditions:

**Scientific Area:** Civil and Mining Engineering

**Admission Requirements:** Applicants must hold

- PhD degree in a relevant field, such as engineering
- Strong analytical and organizational skills, with high attention to detail
- Excellent written and verbal communication skills in English and Portuguese
- Ability to work independently and collaboratively in a fast-paced, deadline-driven environment.
- Ability to cope with deadlines.
- Proficient in MS Office

According to Article 7 of FCT Regulation for Research Studentships and Fellowships (Reg. nr. 950/2019):

- a) to hold a PhD degree obtained in the 3 years previously to the submission of the fellowship application;*
- b) to have carried out the research work that led to the PhD degree in a different entity from the host institution of the fellowship;*
- c) Not to exceed, with this fellowship contract, including the possible renovations, an accumulated period of 3 years in this type of fellowship, continuously or with interruptions;*
- d) Not to have previously held a post-doctoral fellowship from IST-ID.*

**Workplan:** As a junior pre-award manager, your main responsibilities will include:

- Learning the basics of pre-award management, including the grant application process, types of grants, and compliance requirements.
- Develop application support skills, including drafting specific support material, developing institutional texts, preparing and reviewing budgets, reviewing proposals, etc.
- Developing project management skills to manage complex projects, including creating project plans and tracking progress to enhance Pre-Award support and efficiency
- Building relationships with potential funders and internal stakeholders, such as researchers and program managers.
- Supporting the proposal development process by reviewing proposals and ensuring compliance with regulations and requirements.
- Managing administrative tasks related to grant management, such as data entry and document management.
- Staying up to date with the latest regulations, guidelines, and best practices related to pre-award management through training and professional development opportunities.

We're looking for someone who is detail-oriented, organized, and has strong communication and interpersonal skills. Experience with grant management or project management is a plus, but not required.

**Legislation and Regulations:** Statute of Scientific Research Fellow, approved by Law nr. 40/2004, of August 18, as worded by Decree-Law nr. 123/2019, of August 28; FCT Regulation for Research Studentships and Fellowships,



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available on <https://www.fct.pt/apoios/bolsas/docs/RegulamentoBolsasFCT2019.pdf> and <https://dre.pt/application/file/a/127230968>.

**Workplace:** The work will be developed at CERENA- Centro de Recursos Naturais e Ambiente, under the scientific supervision of Leonardo Azevedo.

**Duration:** The research fellowship(s) will have the duration of 12 months. It's expected to begin in June 2025 and may be eventually renewed up to the maximum of 36 months, including the duration of the initial contract.

**Monthly maintenance allowance:** According to the values for Research Fellowships awarded by FCT in Portugal (<https://www.fct.pt/fct-atualizou-o-valor-das-bolsas-para-2025/>), the amount of the monthly maintenance allowance is € 1851 being the payment method of the Fellow by wire transfer.

**Selection methods:** A two to three-step selection procedure will be followed. First, candidates will be ranked based on their personal merit (50% total score) as assessed by Curriculum Vitae (50%) and Letter of Motivation (30%). The top three candidates will be selected for a knowledge test (if needed/20%) followed by a third step which consists of an interview. Depending on the number of applicants and their profile the second phase may or not be needed.

**Composition of the selection Jury:** Dr. Leonardo Azevedo (President of CERENA (President of the jury), Dr. Mariana Santa-Marta, Coordinator of the Pre-Award Office at CERENA (member), Dr. Gustavo Paneiro (member).

**Announcement/ notification of the results:** The final evaluation results will be communicated to all applicants by email.

**Deadlines and procedures of complaint and appeal.** A complaint may be lodged from the final decision within 15 working days, or an appeal to the Executive Board of IST-ID within 30 working days, both counted from the respective notification.

**Application deadline and formalization:** The call is open from May 6 until May 19, 2025.

To apply, please send an email to [mariana.santa-marta@tecnico.ulisboa.pt](mailto:mariana.santa-marta@tecnico.ulisboa.pt) with "Pre-Award GM [your last name]" in the subject line, with:

**B1 Form** – Fellowship application (<https://ist-id.pt/concursos/bolsas/>)

- 1) **PhD certificate**
- 2) **A declaration of honour** stating that the applicant does not exceed with this contract an accumulated period of three years in this type of fellowship, continuously or with interruptions, within the technological and scientific system, and that the research work that led to the PhD degree was carried out in a different entity from the host institution of the fellowship.
- 3) **a single PDF file (in English) including:** i) **a letter of motivation (max. 2 pages)**, stating why you consider being in the best position to make a difference at the interface of research and management and how you propose to do so; and ii) **a CV (max. 2 pages)**. You may wish to consider including the names and contact information of 2 references.

Applications must be submitted to the email: to [mariana.santa-marta@tecnico.ulisboa.pt](mailto:mariana.santa-marta@tecnico.ulisboa.pt)



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