

Open Call

Selection and Recruitment Process for Executive Director

Reference: **BIOREF-40**

BIOREF - Collaborative Laboratory for Biorefineries, or CoLAB BIOREF, has an open call for the selection and recruitment of an Executive Director, according to the procedures listed below.

1. Admission Requirements

National, foreign, and stateless candidates must hold an academic degree in Chemical Engineering, Biological Engineering, Mechanical Engineering, Environmental Engineering, Chemistry, Biology, Biotechnology, Management, Economics, Finance, or related fields, and possess **proven professional experience** in one or more of the following topics:

- **R&D team leading**
- **Preparation of business plans**
- **Academic or business management of strategic projects in R&D**
- **Corporate experience in business units with expertise in processes involving engineering**

Other preferential conditions for admission include candidates who additionally have:

- **Experience in managing** scientific units and/or departments or corporate departments of research or innovation
- **Experience in implementing public and private partnerships**
- **Experience in the preparation and/or evaluation of applications for scientific projects** in the EU or national framework programs, namely Innov Fund, LIFE, H2020, Horizon Europe or PT2020 and RRP
- **Experience in program management** in science and technology
- **Experience in biochemical or thermochemical technologies** for biomass conversion to bioenergy or biomaterials or bioeconomy
- **Excellent communication, analytical and negotiation skills**, strong orientation towards meeting objectives and results for innovation
- **Proven fluency** in the English language and another non-native language

2. Functions/activities to be performed

This position will report directly to the Board of Directors and will be performing the following duties:

- Ensuring the day-to-day management of the Association, including HRs, administrative, financial and scientific management
- Proposing to the Board of Directors the necessary hirings for the constitution of the Association's staff
- Proposing to the Board of Directors the organization and functioning of the CoLAB, which may be divided into research units
- Proposing to the Board of Directors and implementation, after approval by the General Assembly, the annual plan of activities, including the respective budget

- Developing the Association's communication with national and international scientific and technological partners
- Promoting and/or coordinating the preparation and submission of proposals for strategic research and development projects to achieve the specific objectives of the Association
- Guaranteeing the creation of innovation and the production of intellectual property, as well as promoting its exploitation
- Coordinating market-oriented activities

3. Selection method

Applications will be ranked based on an evaluation of the scientific and curricular/professional background. Candidates who reveal a curricular profile that is appropriate for the functions/activities to be performed may be called for several interviews, which is aimed at clarifying aspects related to their professional career and personal abilities and ability to be a team-worker, with a maximum weight of 25% of the total evaluation.

4. Submission of application

The application must have the reference **BIOREF-40** and include the following documents:

- a. A motivation letter;
- b. Detailed *curriculum vitæ* with copies of educational certificates and copies of other relevant supporting documents;
- c. Letter of recommendation (optional).

The application should be sent to the following e-mail address: geral@bioref-colab.pt

5. Deadline for submitting applications

The call will take place for **20 working days** after the publication of this **Announcement**.

6. Selection Jury

It has the following composition:

President - Francisco Manuel Ferreira Gírio, National Laboratory for Energy and Geology, I.P. as President of the Board of Directors of BIOREF

Member - Nuno Miguel Teixeira Cortez de Noronha Coelho, A4F - Algafuel S.A. as Vice-President of the Board of Directors of BIOREF

Member - Nuno Afonso Moreira, DouroGás Renovável as Vice-President of the Board of Directors of BIOREF

Alternate Member - Isabel Cristina de Almeida Pereira Rocha, Universidade Nova de Lisboa as Vice-President of the Board of Directors of BIOREF

Alternate Member - Carlos Pascoal Neto as Vice-President of the Board of Directors of BIOREF

Alternate Member - Paulo Sérgio Duque de Brito as Vice-President of the Board of Directors of BIOREF

7. Remuneration

The gross monthly remuneration associated with the position will be defined in a negotiation process with the candidate to be selected according to his/her professional experience and curricular activity.

8. Notification of results

The result of the evaluation will be sent to all candidates by e-mail. BIOREF Association is free to fill the position or not and may suspend or terminate the process at any time, simply by informing all applicants.

9. Place of work

The work will be carried out at the premises of the BIOREF Association (Campus of LNEG, S. Mamede de Infesta, Matosinhos, Portugal) or in other places necessary for the execution of the activities.

10. Legislation applicable at the time of signing the contract

Employment contract for an indefinite term under the terms of the Labour Code Law 7/2009 of February 12 (and subsequent alterations).

11. Data protection

In accordance with the RGPD - General Data Protection Regulation, the data collected will be processed exclusively for the purpose of processing the application.

12. Non-discrimination policy and equal access

BIOREF actively promotes a policy of non-discrimination and equal access, whereby no candidate may be privileged, benefited, prejudiced or deprived of any right or exempted from any duty on the basis of ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.

13. Other information

Refer to the website: www.bioref-colab.pt