



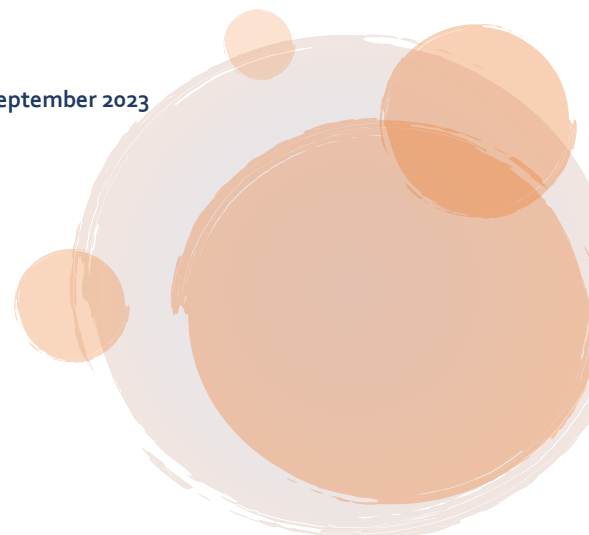
BLUEBIO ALLIANCE

Job description and person specification

Job title: Project manager – Blue Bioeconomy

Reporting to: Executive Board of BlueBio Alliance

25th September 2023





CALL FOR A PROJECT MANAGER

Reference: EU_Funded Projects_BlueBio Alliance

Job title	Project manager – Blue Bioeconomy
Reporting to	Executive Board of BlueBio Alliance
Location	Currently remote working, with availability to travel in Europe
Duration	12 months, renewable once under the same conditions
Salary conditions:	According with experience and annual gross salary in between [25,000€ – 30,000€]

BlueBio Alliance opens an international call to hire a Project Manager Contract in exclusivity and full-time under EU Funded Projects

Overview

BlueBio Alliance's project portfolio and team are currently working in European Projects supported by EU funds. These projects focus on supporting and increasing the uptake of sustainable blue bioeconomy opportunities by the regions and rising capacity building and upskilling people, regions, companies, and citizens to contribute to regional development by improving the services of blue bioeconomy clusters throughout Europe to both public as well as private actors.

Position overview

BlueBio Alliance (BBA) is looking for a project manager who deals with the development and implementation of EU-funded projects as well as direct assignments from the European Commission.

Ideally, BBA is looking for a candidate who has already gained years of professional experience in developing and managing EU-funded projects. Background knowledge and/or experience in working with marine topics and especially science-business-policy communication is regarded as a key asset.

A key part of this role will be to manage and execute the tasks of the projects and to make a positive contribution to the projects' success, working with a European network of highly recognized institutions representing the blue economy sector. Primary responsibilities will include the task management, execution and implementation of the project timeline by working with consortium partners and external stakeholders. Specific functions of the role will include:

1. Management and execution of the tasks for the assigned projects;
2. Participation in events and work meetings related to the activities;
3. Building of synergies and relationships amongst all the players of the consortium and the blue biotech ecosystem in the promotion and dissemination of results and activities, showcasing events of R&D projects, technology transfer and capacity building;
4. Data collection and analysis according to the needs of the assigned projects;
5. Technical and financial reporting of the projects;
6. Promotion of the blue bioeconomy sector through activities such as: webinars, mentorship, capacity building, and coordinated actions to accelerate the development of an innovative, inclusive blue bioeconomy by enabling entrepreneurs to fulfil their sustainable, eco-friendly business ideas and fostering blue careers;
7. Supporting actions at national, European, and international level;
8. Promotion, stimulation and dissemination of the growth and internationalization of new innovative projects and SMEs;

Starting applications: 25th September

Closing application date: 15th October

Type: Full-time

Location: Portugal, Europe (remote work, pending availability to travel nationally and internationally)

Starting date: December 2023

Our commitment to equality and diversity: We are committed to recruiting, promoting, and developing our people solely based on their ability to contribute to project objectives, without regard to their gender, race, disability, religion, national origin, ethnicity, sexual orientation, age, or marital status. This diversity engenders a richer, more creative environment –



one in which our people develop, and clients are served better.

Admission Requirements/Profile of Candidate

Applicants may be any national, foreign or stateless candidates that hold the following requirements:

1. Degree in Chemical/Biological Sciences or related fields (mandatory);
 2. PhD in sciences (preferential)
 3. 2 years of work experience in project management (mandatory);
 4. Bioeconomy ecosystem experience (mandatory);
 5. Training in Project Management (mandatory);
 6. Experience in the organization of events such as scientific conferences or international symposiums;
 7. Highly motivated to work at European level in collaboration with multidisciplinary organizations;
 8. Good organization, communication and time management skills;
 9. Dynamism and ability to perform different tasks;
 10. Excellent interpersonal skills and teamwork spirit;
 11. Planning and organizational skills;
 12. Fluency in Portuguese and English (written and spoken, mandatory);
 13. Good IT skills and proficient knowledge in workspace and data bases platforms and web domains;
 14. Immediate availability (and availability to travel).
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Key responsibilities

1. Represent the organization and the region in all activities and engagements;
 2. Engage with all stakeholders to develop a good understanding of strengths and expertise in order to create solutions-focused collaborations;
 3. Develop and deliver a communication strategy that raises awareness of assigned projects, sectoral and business opportunities, whilst promoting a culture of collaboration and ambition;
 4. Develop a priority list of the requests for use/exploitation of the national marine bioresources;
 5. Develop a priority list of relevant blue biotechnology solutions;
 6. Prepare informative and compelling reports and deliverables, and talking at conferences and events;
 7. Ensure appropriate compliance with all aspects of project governance, including finance and reporting;
 8. Co-ordinate and support the internal steering group for the assigned projects, working closely with area teams and key sectors to optimize outcomes;
 9. Take responsibility for own learning and development.
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Work Plan Activities

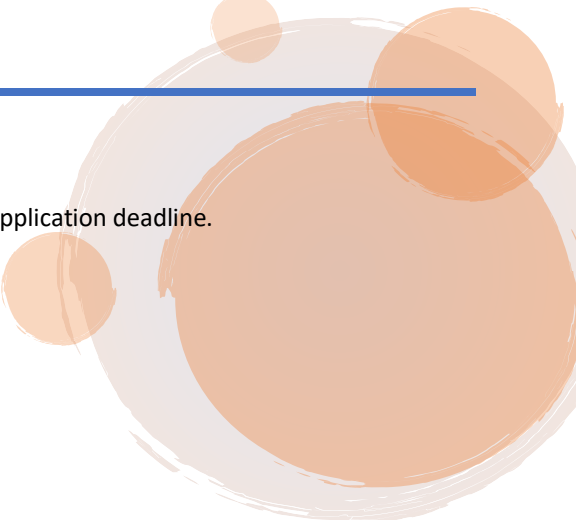
The work falls within the scope of leading activities of BlueBio Alliance:

1. Management and execution of the tasks of the projects;
 2. Interoperability;
 3. Support for carrying out dissemination actions at national, European and international level;
 4. Participation in events and work meetings related to the activities.
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Preliminary Hearing and Final Decision

The panel's final decisions are announced within a period of 30 days from the application deadline.

Members of the Jury:

- President of the executive board – João Rito
 - Member of the executive board – Catarina Pinto Correia
 - Member of the executive board – Sónia Cruz
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- Member of the executive board – Joana Moreira-Silva
- Member of the executive board – Raquel Gaião Silva

Start Date and Workplace

The full-time employment contract is expected to start in December 2023 and will last for the period of 12 months, renewable for an additional 12 month period, as necessary for the execution of the work plan of assigned projects. The work will be developed remotely and/or other necessary locations to its execution.

Application process:

Please fill in the form with the documents (indicated below):

- Motivation Letter in English;
- Detailed CV in English.

Form link: [2023 Job announcement | BBA - Google Forms](#)

Any questions can be submitted to: assessoria@bluebioalliance.pt

Evaluation Criteria

First phase: Curriculum Analysis (85%) and Motivation Letter (15%). The curriculum will be qualitatively analyzed in what concerns its content and relevance for the tasks to be performed and the key responsibilities described. Based on the letter of motivation will be evaluated the motivation and interest for the activities to be performed (10%) and command of the English language (5%) will be evaluated. **Mandatory criteria will be first considered for eligibility of candidates.**

Second phase: The jury will select for the interview the 3 candidates who obtained in the first phase the highest ranking, with a minimum of 75%. The final classification will have a 50% weight of the first phase (CV and motivation letter) classification and a 50% weight for the interview. The jury shall deliberate by means of a roll-call vote based on the selection criteria. In the event of a tie, the decision will be the responsibility of the chairman of the jury. After evaluation of all admitted applications, the jury will write a meeting minute with all process of recruitment, evaluation and selection including an ordered short list of approved candidates and their respective classification and final decision of the jury.

Results

All candidates will be notified by email. Admitted and excluded candidates list and final classification list will be available for consultancy and prior hearing. All candidates will have 10 working days to respond.

