

RECRUITMENT NOTICE

PROJECT MANAGEMENT OFFICER (PMO)

Ref: CITIN-2025-CTI-PMO-P1

CiTIn – Centro de Interface Tecnológico Industrial, based in the Alto Minho region of Portugal, is a newly established non-profit, private association focused on applied R&D and technology transfer, acting as a catalyst for innovation within a collaborative ecosystem of academia, industry, and public institutions. Created through the joint initiative of IPVC – Instituto Politécnico de Viana do Castelo, the Municipality of Arcos de Valdevez, CIM Alto Minho, CEVAL – Confederation of Companies of Alto Minho, In.Cubo – Incubator of Innovative Business Initiatives, and twelve industrial Founding Partners, CiTin develops R&D activities in three strategic areas to address future challenges in manufacturing, delivering practical solutions and facilitating technology transfer.

CiTIn is now recruiting a **Project Management Officer (PMO)** to lead fundraising efforts, oversee its project portfolio, ensure successful execution of funded projects, align initiatives with strategic objectives, and promote excellence in project management across the organization.

Key Responsibilities

- **Funding Acquisition and Proposal Development**
 - Identify funding opportunities and lead the preparation of grant applications for R&D and non-economic activities, aligned with CiTin's funding model (e.g., Portugal 2030, Horizon Europe, INTERREG, EEA Grants, etc.);
 - Collaborate in defining CiTin's competitive funding acquisition strategy;
 - Ensure all proposals comply with technical, financial, documentary, and administrative requirements set by funding bodies.
- **Project Portfolio Management**
 - Ensure all projects align with CiTin's strategic goals and technological innovation roadmap;
 - Manage CiTin's project portfolio, ensuring each initiative delivers expected value and is properly resourced;
 - Oversee the technical, financial, and administrative execution of funded projects, ensuring compliance with deadlines, budgets, and objectives;
 - Contribute to project portfolio governance and long-term strategic planning.
- **Project Management Standards and Execution**
 - Define, implement, and enforce **CiTIn's Project Management Policy**, based on gold standard frameworks such as PMBOK (PMI), and promote the standardization of project management practices and tools;
 - Support efficient resource planning, scheduling, budget monitoring, and resource optimization across projects;
 - Track project progress, KPIs, and performance metrics; prepare regular progress reports for senior management and stakeholders;
 - Prepare and monitor work plans, schedules, indicators, and progress reports;
 - Support the identification and mitigation of project risks and issues, ensuring effective communication among teams, partners, and funding bodies.

- **Capacity Building and Internal Support**
 - Provide guidance, training, and mentorship to project managers and technical teams to improve their project management competencies;
 - Lead internal training sessions and disseminate best practices across the organization;
 - Assist in the preparation of audits, evaluations, and impact reports.

Job Profile

- **Mandatory Requirements**
 - Higher education degree in Engineering, Management, or a related field.
 - Minimum of 3 years of professional experience managing funded projects at national and/or European level.
 - Solid knowledge of European and national funding programs (e.g., Horizon Europe, Portugal 2030, PRR, FCT, Compete).
 - Proficiency in project management and reporting tools (e.g., Asana, MS Project, Power BI, or equivalents).
 - Strong command of technical and administrative English (written and spoken).
 - Excellent communication, planning, organizational, and problem-solving skills; able to work independently and accurately.
- **Desirable Requirements**
 - PMP®, CAPM® or equivalent certification (PMI);
 - Previous experience in entities of the National Scientific and Technological System or Technology and Innovation Centers (CTI);
 - Experience in drafting applications and technical reports for R&D programs;
 - Knowledge of data analysis and performance indicators (Power BI, Tableau, etc.);
 - Additional training in Innovation Management, Entrepreneurship, or R&D Funding;
 - Ability to work in multidisciplinary and collaborative environments.

Advantages

- A good opportunity for your professional development;
- We offer remuneration based on the submitted CV.

CV's should be sent by email to recrutamento@citin.pt with the reference of this announcement in the subject field.

+ info: <http://www.citin.pt>

Funded by:

