

Job Announcement

Business Manager

Horizon Europe Project MIRRI-FIRM

Grant Agreement No. 101292674

Microbial Resource Research Infrastructure – European Research Infrastructure Consortium (MIRRI-ERIC)

Position Details

Application deadline: 15 September 2026

Starting date: 1 November 2026 or earlier

Contract duration: Up to 4 years (including a 180-day probation period)

Contract type: Uncertain term contract, funded by the Horizon Europe project MIRRI-FIRM (Grant Agreement No. 101292674)

Working time: 40%

Location: MIRRI-ERIC Headquarters (Braga, Portugal), with the possibility of hybrid work within Portugal

Salary: 19.600€ - 32.096€: 40% of TRU¹ 49 - TRU 91, according to academic record and professional experience in the role.

Applicable legislation: Portuguese Labour Code and applicable Portuguese legislation.

Work Authorisation & Relocation: Applicants must possess current and unrestricted authorisation to work in the country of employment. Please note that the employer will not provide visa sponsorship or assistance of any kind to obtain work authorisation. Additionally, this position does not offer relocation assistance. The applicant is solely responsible for all relocation logistics and guaranteeing their own bureaucratic eligibility to work before the start date.

¹ Single Remuneration Table - Tabela Remuneratória Única - (TRU) of the Portuguese Public Administration

About MIRRI-ERIC

The **Microbial Resource Research Infrastructure – European Research Infrastructure Consortium (MIRRI-ERIC)** is a pan-European distributed Research Infrastructure that connects leading microbial domain Biological Resource Centres (mBRCs), culture collections, universities and research organisations.

MIRRI-ERIC provides coordinated access to high-quality microbial resources, associated data and expertise, supporting research and innovation in biotechnology, health, agriculture, food systems, environmental sustainability and the circular bioeconomy. By promoting harmonised standards, quality management and FAIR data principles, MIRRI-ERIC contributes to scientific excellence and Europe's competitiveness in biotechnology.

About MIRRI-FIRM

MIRRI-FIRM is a Horizon Europe project that will strengthen and expand MIRRI-ERIC as Europe's reference Research Infrastructure for microbial resources.

The project will modernise the European microbial resource landscape by:

- strengthening the operational capacity and governance of MIRRI-ERIC and its national nodes;
- improving interoperability and FAIRness of microbial resource data and catalogues;
- harmonising quality management across microbial Biological Resource Centres;
- promoting environmentally sustainable operations;
- expanding collaboration with new Member States, Associated Countries and international partners;
- increasing engagement with industry and other stakeholders;
- reinforcing user services, long-term sustainability and resilience.

The project brings together leading European organisations working towards a more integrated, accessible and sustainable microbial research infrastructure.

Position Summary

MIRRI-ERIC is seeking an experienced and highly motivated **Business Manager** to support the successful implementation of the Horizon Europe project **MIRRI-FIRM**.

Reporting to the Executive Director of MIRRI-ERIC, the Business Manager will work with MIRRI-ERIC direction and the project team to consolidate its long-term financial and operational sustainability beyond MIRRI-FIRM.

Main Responsibilities

The Business Manager will:

- Support the Project Coordinator in the planning and implementation of the necessary instruments to ensure the effective management of MIRRI-ERIC, namely with respect to financial control, human resources management, risk assessment and activity/investment planning;
- Develop a high-quality business plan for a long-term sustainability strategy aligned with MIRRI-ERIC current and future priorities, including a strategy to secure diversified funding streams, strengthen financial autonomy;
- Provide guidance to the review of MIRRI-ERIC services portfolio in its financial and management dimensions;
- Collaborate in the definition of diversified funding streams, strengthen financial autonomy, and reinforce its capacity to deliver high-impact, user-driven services;
- Collaborate with project industry engagement activities;
- Report directly to the Executive Director.

Essential Qualifications

Applicants should have:

- a degree in Economics, Finance, Business Administration or another relevant discipline;
- at least 15 years of relevant professional experience in finance and business management;
- experience in financial management, budgeting, forecasting, reporting and business operations;
- experience supporting startups, scaleups and growing organisations;
- excellent organisational and project coordination skills;
- advanced proficiency in Microsoft Office, particularly Excel;
- excellent written and spoken English (minimum C1 level).

Desirable Qualifications

Preference will be given to candidates with:

- experience working in technology or innovation-driven organisations;

- experience supporting sustainable business growth and organisational development;
- experience supporting executive management and governance activities;
- experience improving financial and operational processes;
- experience organising international meetings, workshops and events;
- experience working with multidisciplinary and international teams;
- familiarity with online collaboration platforms, project management and video conferencing tools.

Personal Skills

The successful candidate will demonstrate:

- integrity and professionalism;
- excellent written and verbal communication skills;
- strong organisational and planning abilities;
- attention to detail combined with a pragmatic, solution-oriented approach;
- initiative, autonomy and adaptability;
- ability to work effectively in multicultural and international environments;
- strong interpersonal and teamwork skills;
- ability to build trusted relationships with stakeholders at all organisational levels;
- ability to manage multiple priorities while maintaining a high standard of quality and delivery.

What We Offer

MIRRI-ERIC offers:

- the opportunity to contribute to a major European Research Infrastructure;
- participation in an ambitious Horizon Europe project with significant scientific and societal impact;
- an international, collaborative and multidisciplinary working environment;
- opportunities for professional development;

- flexible working arrangements, including the possibility of partial remote work from Portugal;
- competitive salary package according to qualifications and experience.

How to Apply

Applications should be submitted as a **single PDF file** and include:

- a motivation letter explaining the candidate's motivation to join MIRRI-ERIC and the MIRRI-FIRM project and suitability for the position;
- a detailed Curriculum Vitae;
- copies of academic qualifications;
- contact details (phone and e-mail) of two professional referees, whose names, affiliations, and ORCID should also be provided.

Applications should be sent by email to:

info@mirri-eric.eu

with the subject:

Business Manager – MIRRI-FIRM 2026

Application deadline:

15 September 2026

Applicants who are not citizens of an EU Member State must demonstrate their legal right to work in Portugal at the application stage. MIRRI-ERIC does not provide visa sponsorship, work permit assistance, or relocation support.

Selection Procedure

Applications will be evaluated based on:

- academic qualifications;
- relevant professional experience;
- demonstrated competencies;
- motivation for the position.

Shortlisted candidates will be invited for an interview, which may take place online or at the MIRRI-ERIC Headquarters. Here, in addition to the previous criteria, soft skills will be assessed.

Data Protection

MIRRI-ERIC processes applicants' personal data solely for the purposes of managing this recruitment procedure and in accordance with the applicable data protection legislation, including the General Data Protection Regulation (EU) 2016/679 (GDPR). Personal data will be accessed only by individuals involved in the recruitment process and will be retained only for the period necessary to complete the recruitment procedure and fulfil any applicable legal obligations.

Hearing of the candidates

After notification of the results, all the candidates will have 10 working days to comment.

Equal Opportunities

MIRRI-ERIC is an equal opportunity employer committed to diversity and inclusion. Applications are welcome from all suitably qualified candidates regardless of gender, nationality, ethnic origin, religion, disability, age, sexual orientation or any other protected characteristic.

In accordance with Portuguese legislation (Decree-Law No. 29/2001), candidates with disabilities will be given preference in cases of equal ranking. Applicants wishing to benefit from this provision should indicate the degree of disability and any specific requirements for the recruitment process.