



Patras, 7/12/2020

Ref. No.: 42519

One position for Project Management Assistant

The Institute of Chemical Engineering Sciences, Foundation of Research and Technology - Hellas, (FORTH/ICE- HT) is seeking applicants for a position in the context of the research project "Aerosol, Clouds and Trace Gases Research Infrastructure Implementation Project (ACTRIS-IMP)", which is implemented under the H2020 Research and Innovation Action.

Job Description

To provide support for setting up the National consortium and the formal links of National Contact Persons and ACTRIS, prepare, develop links and cooperation with Regional Partner Facilities, implement and communicate with European and non-European scientists in order to operate the regional research infrastructure and measure on workflow events, of the aforementioned project "ACTRIS-IMP".

The main objective of the specific part of ACTRIS-IMP shall be to facilitate and support actions linked to: (1) the preparation, implementation and operation of the ESFRI and other world-class research infrastructures, including the development of regional partner facilities, when a strong added value for Union intervention exists; (2) the integration of and transnational access to national and regional research infrastructures of European interest, so that European scientists can use them, irrespective of their location, to conduct top-level research; (3) the development, deployment and operation of e-infrastructures to ensure world-leading capability in networking, computing and scientific data.

Location: FORTH/ICE-HT, Patras, Greece

Duration: 10 months, with the potential of renewal

Total cost: up to 8.000€ (up to 800€ per month)

Envisaged starting date: 1/2/2021

Requirements and Qualifications

Education level: B.S. in Business Management.

Proven experience in management of European and National research projects and in the organization of the corresponding project meetings. Experience related to research projects in air quality is a plus.

Candidates must be fluent in both Greek and English, in order to meet working conditions and expert-level experience with computer operating systems

The evaluation of the candidacies will be based on the following criteria and qualifications:

Qualifications	Weight	Evaluation criteria
Degree grade	30	
Participation, as management assistant, in funded national and European research projects	40	Duration of proven experience
Participation in the management of projects related to air quality and climate	30	Duration of proven experience

Application Submission

Interested candidates who meet the aforementioned requirements should submit their applications, no later than 22/12/2020, 16:00, by email to Kleanthi Zacharopoulou: kleanthi@iceht.forth.gr.

In order to be considered, the application must include:



- Application letter
- CV
- Scanned copies of academic titles
- Statement of research interests

Any application received after the deadline will not be considered for the selection.

Selection Procedure

Applications that are received on time will be evaluated by a scientific committee using the criteria mentioned above. If necessary, certain candidates will be invited to a personal interview with the committee.

The outcome of the selection will be announced on the website of FORTH/ICE-HT as well as on the website of "DIAVGEIA".

Contact

For information and questions regarding the application and selection procedure, candidates are asked to contact the FORTH/ICE-HT Research Secretariat, e-mail: kleanthi@iceht.forth.gr, tel.: +30 2610 965278.

For information and questions about the advertised position and the research activity of the group or the Institute, candidates are asked to contact Professor Spyros Pandis tel: +30-2610-969510, e-mail: spyros@chemeng.upatras.gr.

General Protection Data Regulation

FORTH is compliant with all legal procedures for the processing of personal data as defined by the Regulation EU/2016/679 on the protection of natural persons with regard to the processing of personal data.

FORTH processes the personal data and relevant supporting documents that you have submitted to us. Processing of that data is carried out exclusively for the needs and purposes of this specific call. Such data shall not be transmitted to or communicated to any third party unless required by law.

FORTH retains the above data up to the announcement of the final results of the call, unless further process and reservation is required by law or for purposes of exercise, enforcement, prosecution of certain one's legitimate legal rights' as defined in the Regulation EU/2016/679 and/or in national law.

We inform you that under the Regulation EU/2016/679 you have the rights to be informed about your personal data, access to, rectification and erasure, restrictions of process and objection to as provided by applicable regulation and national laws.

We acknowledge also to you, that you have the right to file a complaint to the national Data Protection Authority. For any further information regarding exercise of your personal data protection rights, you may contact the Data Protection Officer at FORTH at dpo@admin.forth.gr. You have the right to withdraw your application and consent for the processing of your personal data at any time. We inform you that, in this case, FORTH shall destroy such documents and/or supporting documents submitted and shall delete the related personal data.

For FORTH/ICE-HT,

Vasilis Burganos
Director

