



**Call for expression of interest for one (1) Project Manager position  
for the OPTICON Alliance project in the framework of  
Public Investments Programs “ΠΔΕ00555”**

**Ref. 163961  
Heraklion, 30.12.2024**

The Institute of Astrophysics (IA) of the Foundation for Research and Technology – Hellas (FORTH) is looking to hire a Project Manager in the context of the OPTICON Alliance project, which is supported by internal funds of IA-FORTH.

The project manager will be responsible for the management needs of OPTICON Alliance and act as a liaison between IA-FORTH and the administrative units of the partners of the OPTICON Alliance.

**Position:** One Project Manager Position for the OPTICON Alliance

**Project:** OPTICON Alliance project

**Desired starting date:** March 1st, 2025

**Duration:** 12 months with the possibility of extension

**Location:** Heraklion, Crete, Greece

**Closing date:** 20.01.2025

**Job description**

IA-FORTH is seeking to recruit a Project Manager to oversee and coordinate the implementation and day-to-day needs of the OPTICON Alliance project.

The Project Manager will be responsible for:

- Monitoring the execution and overall progress of the project, jointly with the Project Coordinator (PC) and the Director of IA-FORTH, using established Project Management methodologies
- Monitoring the flow of information between the different OPTICON Alliance entities (Telescope Directors Board, User Community, Various Stakeholders)
- Maintaining and updating the OPTICON Alliance LoI & Agreement
- Maintaining the project webpage, actively contributing to its content
- Producing budgets, financial and management reports for the project, when necessary
- Overseeing and coordinating the procurement-related activities of the project
- Submission of cost claims and audit certificates, - when necessary
- Proactively contributing to the growth of the project and exploring complementary future funding opportunities
- Risk Management and Quality Assurance Monitoring



- Maintaining a high-level of coordination and communication with related projects at FORTH

### Required qualifications

- Education: PhD level in any subfield of Sciences or Humanities
- At least 10 years of demonstrated experience in project management and procurement management, in particular those funded by the EC
- Excellent organization and time management skills
- 2 Letters of recommendation
- Completed military services (if applicable)
- Strong familiarity with project management software tools, methodologies and best practices
- Excellent communications skills and the confidence to interact with colleagues and collaborators at all levels
- Excellent (native/bilingual) proficiency in English, full professional proficiency in French and German to collaborate within this international community,

### Desired qualifications

- Experience of working in dynamic and culturally diverse environments
- Willingness and ability to travel often within Europe and to work cooperatively within a team, to learn, and to adapt to the projects

### Selection Criteria

- Formal degrees and qualifications (40%)
- CV and Reference letters (30%)
- past experience (30%)

### Application Submission

Interested candidates who meet the aforementioned requirements are kindly asked to submit their applications, no later than **20 January, 2025, 23:59 local Greece time** to the address ([info@ia.forth.gr](mailto:info@ia.forth.gr)) with cc to Prof. Vassilis Charmandaris ([vassilis@ia.forth.gr](mailto:vassilis@ia.forth.gr)).

In order to be considered, the application must include:

- Application Form (please download file from the job announcement webpage <https://www.ia.forth.gr/employment-opportunities>)
- Two letters of recommendation
- Scanned copies of academic titles and relevant certificates
- Certificate of completion of military obligations (for Greek citizen male candidates)



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

**Contact**

For information and questions regarding the application and selection procedure, candidates are asked to contact the IA Administrator Ms. E. Tsenteliero ( [info@ia.forth.gr](mailto:info@ia.forth.gr) ), tel. +30 2810-394200. For information and questions about the advertised position and the Institute of Astrophysics, please contact Prof. V. Charmandaris ( [vassilis@ia.forth.gr](mailto:vassilis@ia.forth.gr) ).

**Evaluation procedure**

Applications will be evaluated by a three-member evaluation committee. In case of interview procedure, applicants will be invited to participate in person or teleconference.

In case of titles and qualifications awarded by foreign Higher Education Institutions, the provisions of the Law 55/2023 (article 36) and 4957/2022 (article 304) are implemented.

The results of the selection will be announced on the website of IA-FORTH. Applicants have the right to appeal the selection decision, by addressing their written objection to the IA secretariat within five days since the results announcement on the web. Objections are submitted in one of the following ways: in person, by an authorized person, by post, by courier. They also have the right to access (a) the files of the applicants as well as (b) the table of applicants' scores (ranking of applicants results). All the above information related to the selection procedure will be available at the secretariat of IA-FORTH in line with the Hellenic Data Protection Authority. Access to personal data of co-applicants shall be limited to personal data (and relevant data) and supporting documents which have been the basis of the evaluation of the applicants for the specific post(s). Prior to the announcement of the personal data and/or documents of the co-applicants to the applicant, FORTH will inform the data subjects in an appropriate way.

The selected applicants will be notified personally regarding the success of his/her application and will be requested to submit certified copies of his/her degrees. If the submitted documents do not agree with the original application, the applicant will be dismissed.



## GDPR Disclaimer

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. Under the Regulation EU/2016/679 applicants 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](mailto:dpo@admin.forth.gr).

Applicants 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.