Ministry of Digital Governance
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Location: Athens

HELLENIC REPUBLIC
MINISTRY OF DEVELOPMENT
GENERAL SECRETARIAT FOR RESEARCH AND INNOVATION

FOUNDATION FOR RESEARCH AND TECHNOLOGY – HELLAS
INSTITUTE OF ASTROPHYSICS

ΑΝΑΡΤΗΤΕΑ ΣΤΟ ΔΙΑΔΙΚΤΥΟ

TO BE PUBLISHED ONLINE

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Heraklion, 23.11.2026

Call for expression of interest for one (1) temporary staff position through the conclusion of a fixed-term contract, within the framework of the Project titled "Administrative, Financial and Technical Support", ΠΓΛ00015.

Position(s): Institute of Astrophysics Executive Secretary. **Project:** "Administrative, Financial and Technical Support".
Desired Starting date: 01 January 2027

Duration: Twelve (12) months. The contract may be renewed or extended without limitation by decision of the Board of Directors (BoD) of the Foundation for Research and Technology – Hellas (FORTH), provided that the required funding appropriation is available in the project, without a new Call being carried out, until the end date of the Project.

Location: Institute of Astrophysics of FORTH, 100 N. Plastira, Vassilika Vouton, 70013, Heraklion, Greece

Opening date: 23.11.2026

Closing date: 03.12.2026, deadline for submission: 16:00 (Athens time zone)

The Director of the Institute of Astrophysics of FORTH, Prof. Vasiliki Pavlidou,

having taken into account:

1. Law 4310/2014 "*Research, Technological Development and Innovation and other provisions*", as amended and in force (Government Gazette A 258).
2. Articles 243, 244, 245 and 246 of Law 4957/2022 "*New Horizons in Higher Education Institutions: Enhancing the quality, functionality and connection of Higher Education Institutions with society and other provisions*" (Government Gazette A 141).
3. Law 4314/2014 "*A) On the management, control and implementation of developmental interventions for the programming period 2014–2020, B) Incorporation of Directive 2012/17 of the European Parliament and of the Council of 13 June 2012 (EU L156/16.06.2012) into Greek law, amendment of Law 3419/2005 (A 297) and other provisions*", as in force, and in particular Article 30 thereof (Government Gazette A 265).
4. Decision No ΔΙΠΑΑΔ/Φ.ΕΠ.1/934/6966/21-4-2023 of the Ministers of Finance and Interior "*Exceptions from the annual human resources planning of the public sector under Article 51 of Law 4622/2019*" (Government Gazette B 2614).
5. Law 4270/2014 "*Principles of fiscal management and supervision (incorporation of Directive 2011/85/EU) – Public Accounting*", concerning the control of expenditure based on the Budget of FORTH (Government Gazette A 143).
6. The provisions of Articles 75 to 83 of Law 4727/2020 "*Digital Governance (Transposition into Greek Legislation of Directive (EU) 2016/2102 and Directive (EU) 2019/1024) – Electronic Communications (Transposition into Greek Law of Directive (EU) 2018/1972) and other provisions*" (Government Gazette A 184), as in force.
7. The General Data Protection Regulation, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

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8. Presidential Decree 432/1987 "*Establishment of a legal entity under private law under the name 'Foundation for Research and Technology – Hellas'*" (Government Gazette A 204).
9. The Internal Regulation of FORTH (Government Gazette B 1584/31.07.2009), as amended and in force (Government Gazette B 2193/31.12.2010).
10. Decision No 15520/21.02.2025 of the Minister and Deputy Minister of Development "*(a) Acceptance of the resignation of Vassilios Harmandaris from the position of Director of the Institute of Astrophysics (IA) of the Foundation for Research and Technology – Hellas (FORTH), (b) Appointment of Vassilios Harmandaris to the position of Director of the Central Administration of the Foundation for Research and Technology – Hellas (FORTH), (c) Appointment of him as President of the Board of Directors of the said entity*" (Government Gazette YODD 152).
11. Decision No 36964/07.05.2026 of the Minister of Development on the (a) Appointment of Vasiliki Pavlidou to the position of Director of the Institute of Astrophysics of the Foundation for Research and Technology – Hellas (FORTH), and (b) appointment of her as member of the Board of Directors of FORTH (Government Gazette YODD 656/13.05.2026).
12. Decision No 72151/26.08.2026 of the Minister and Deputy Minister of Development on the reconstitution of the Board of Directors of FORTH (Government Gazette YODD 1376).
13. Decision No 585/50-7/04.09.2026 of the Board of Directors of FORTH authorising the Directors of the Institutes to approve the call for positions of temporary staff for the implementation of research projects.
14. Decision No 590/50-7/20.11.2026 of the Board of Directors (BoD) of FORTH, approving the management of the implementation of the project titled "Administrative, Financial and Technical Support" by/at FORTH.
15. Decision No 590/50-7/20.11.2026 of the Board of Directors (BoD) of FORTH approving the call for expression of interest for the position of one (1) temporary staff for the implementation of the project at/by FORTH.
16. The general policy and relevant decisions of FORTH BoD.

APPROVES this CALL FOR EXPRESSION OF INTEREST

For filling one (1) position of temporary staff under the project "Administrative, Financial and Technical Support" at the Institute of Astrophysics of FORTH.

CALL FOR EXPRESSION OF INTEREST

POSITION

Under this Call, **one (1) position** of temporary staff is announced, to be employed at FORTH-IA through the conclusion of a fixed-term employment contract, which will specify the employment in the project.

DESCRIPTION

The successful candidate will be responsible for overseeing all day-to-day administrative operations of the Institute of Astrophysics.

Individual tasks will include:

Support to the Director and governance

- Management of the Director's agenda, appointments and official correspondence.
- Preparation of the meetings of the Institute's bodies and committees and of the visits of its external advisory committee: convening, agendas, supporting material, minutes and follow-up of decisions.
- Drafting, formatting and proofreading of official letters, decisions, memos and reports, in Greek and in English.
- Preparation of the Institute's submissions to the Board of Directors and the Central Administration of FORTH, and follow-up of their progress.
- Collection of data (personnel, publications, funding, activities) and support in compiling the Institute's annual report and other periodic reports.

Secretariat and records

- Operation of the Institute's secretariat: telephone, general e-mail account, reception of visitors.

- Registration (protocol) of incoming and outgoing documents, and maintenance of the physical and electronic archive.
- Posting of the Institute's acts on Diavgeia.
- Issuing of certificates and attestations for staff, students and collaborators.
- Handling of personal data in accordance with the GDPR and FORTH policy.

Personnel and recruitment

- Processing of calls for expression of interest: drafting, publication, receipt and registration of applications, support to the Evaluation and Objections Committees, minutes, and posting of results.
- Preparation and follow-up of contracts, renewals and extensions, in cooperation with the Central Administration of FORTH.
- Maintenance of personnel records (contracts, timesheets, leave and absences).
- Arrival and departure procedures for staff, students and visitors (office space, keys and access, accounts and mailing lists in cooperation with IT).
- Practical support to incoming foreign staff and visitors (e.g. tax and social security registration, residence formalities, accommodation).

Travel and visitors

- Handling of travel requests of Institute members: pre-approvals, bookings, collection and checking of supporting documents, and reimbursement claims.
- Organisation of visits to the Institute: invitations, travel, accommodation and reimbursement of visitors.

Projects, procurement and finance support

- Administrative support to the research projects of the Institute: monitoring of deadlines, deliverables and reporting obligations, collection of timesheets and supporting documents, and support during audits.
- Processing of purchase requests, quotations, orders and invoices, and follow-up of payments, in cooperation with the financial services of FORTH.
- Support in the preparation and monitoring of procurement procedures (tenders).
- Management of office supplies and consumables, and maintenance of the equipment inventory.

Events, communication and outreach

- Organisation of the Institute's events: seminars, journal club, conferences, schools, named lectures and prizes (room bookings, announcements, speaker logistics, catering, registration, certificates of attendance).
- Organisation of official visits and events at Skinakas Observatory.
- Updating of the Institute's website (news, announcements, employment opportunities, personnel pages) and of its mailing lists.
- Support to the dissemination and publicity activities of the Institute.

Liaison

- Liaison with the Central Administration and the other Institutes of FORTH.
- Liaison with the Department of Physics of the University of Crete on shared premises, room bookings and student-related paperwork (theses, doctoral candidates).
- Liaison with ministries, funding agencies, partner institutions and suppliers.
- Coordination with the technical staff of Skinakas Observatory on administrative and logistical matters.

Premises

- Monitoring of the condition and needs of the Institute's premises, and cooperation with the technical service on building matters.
- Allocation of offices, and management of keys and access.

Procedures

- Maintenance of the Institute's handbook of procedures, templates, forms and calendar of recurring deadlines.
- Coordination of the work of the Institute's administrative staff.

REMUNERATION

The total remuneration of the temporary personnel shall be determined in accordance with the provisions of Laws 4310/2014 and 4354/2015, as currently in force, and shall be commensurate with the selected candidate's academic qualifications, prior service in the public sector, and family status, as well as the budgeted cost for the assigned project and the terms of its funding.

QUALIFICATIONS:

ESSENTIAL (MINIMUM REQUIRED) QUALIFICATIONS:
● First Degree - University Degree (Higher Education Institution) in any field
● Postgraduate Degree in Public Administration
● Proven professional experience in administrative work (>36 months)
● Excellent command of the English language (level C2), as defined in Article 10 of Presidential Decree 85/2022, as amended and in force
● Excellent command of the Greek language (level C2)

DESIRABLE QUALIFICATIONS:
● First Degree in the Sciences
● Postgraduate Degree in the Sciences
● First-hand experience of the research environment, through research work at a research center or university

EVALUATION CRITERIA
The selection of candidates is based on the scoring of submitted applications according to the following criteria:

No.	Evaluation criterion	Maximum score	Means of proof
1	Higher Education Institution Degree	**Up to 10:** Not in the sciences: 5 In the sciences: 10	Copy of degree / Copy of transcript of records
2	Postgraduate degree(s)	**Up to 10:** In public administration only: 5; second postgraduate degree in the sciences: 10	Copy of degree / Copy of transcript of records
3	Certified experience in administrative work	**Up to 10:** ≥ 36 and < 48 months: 2 ≥ 48 and < 60 months: 5 ≥ 60 months: 10	Employer certificate, certificate from the Principal Investigator or Supervising Professor

No.	Evaluation criterion	Maximum score	Means of proof
4	First-hand experience of the research environment	**Up to 10:** 2 points per refereed publication or year of research experience, up to a maximum of 10 points	Refereed publications or certificate from the Principal Investigator or Supervising Professor
TOTAL		**40**	

Candidates who do not meet the required qualifications of the Call are excluded from the procedure. Applications of candidates with a total score lower than 20 will not be considered for the position.

APPLICATION SUBMISSION
Interested candidates can submit their applications ONLY electronically to the email address info@ia.forth.gr and cc pavlidou@ia.forth.gr attention to Prof. V. Pavlidou.

Should a candidate wish to amend an application—whether to correct information or provide missing supporting documents—they must resubmit the entire application, including all relevant supporting documents. This is permitted only until the application submission deadline. Only the most recent submission will be considered valid; any prior submissions will be disregarded. Applications submitted after the aforementioned date will be rejected as late and will not be evaluated. Incomplete applications will not be taken into consideration. Qualifications mentioned in either the application or the curriculum vitae, but not substantiated by the submission of the corresponding supporting documents, will not be taken into account and will not be awarded points for the final ranking of candidates.

APPLICATIONS MUST INCLUDE:
• A detailed Curriculum Vitae (CV)
• Clear copies of academic degrees, transcripts for each program of study (undergraduate, postgraduate) completed, certificates, and any other documentation substantiating the applicant's qualifications
• Letters of recommendation and/or certificates of prior employment substantiating the required experience, as well as any other documents or evidence the applicant wishes to include to verify the experience mentioned in their CV

CONTACT INFORMATION:
● For information and questions regarding the announced call for this position, the activity of the Institute, and the application and selection procedure, please contact Prof. Vasiliki Pavlidou pavlidou@ia.forth.gr

EVALUATION PROCEDURE
Applications are evaluated by an Evaluation Committee, which consists of three (3) regular and three (3) alternate members drawn from the staff of FORTH-IA. One regular member must be the Principal Investigator of the Project. The Committee is appointed by decision of the BoD of FORTH. The composition of the Committee remains unchanged throughout the duration of the project. Failure to comply with the following requirement shall result in the **rejection** of the application: members of the Evaluation Committee must not have any kinship by blood or marriage up to the third degree with any candidate. In the event that a Committee member, other than the PI, is subject to such a conflict of interest, as aforementioned, (he/she) must notify the other Committee members in writing and request his/her own replacement, whereas, if the PI is subject to such a conflict of interest, the application shall be rejected. The Committee's recommendation is forwarded to the Director of FORTH-IA, who forwards it to the BoD of FORTH. The members of the Objections Committee are appointed in the same manner.

In the event of a tie, the candidate with the highest score in criterion 2 shall be selected. In the event of a continued tie, a public draw is carried out in the presence of the interested parties.

Should the selected candidate fail to appear to sign the contract, or resign while the contract is in force, the Contracting Authority may conclude a contract with the next candidate in the order of ranking, without any further procedure.

SELECTION ANNOUNCEMENT

The results of the evaluation are announced/posted on the website of FORTH-IA (https://www.ia.forth.gr/employment-opportunities).

SUBMISSION OF OBJECTIONS

Candidates who submitted an application for a position under this Call have the right to:

(a) Submit an objection regarding their ranking within a period of five (5) calendar days from the day following the publication of the provisional results, by means of a written application to the secretariat of FORTH-IA.

(b) Access the contents of their own individual application file, as well as the evaluation/scoring sheets of other candidates and the evaluation minutes/report, upon submission of a written request to FORTH-IA within FIVE (5) calendar days from the day following the results' posting/announcement. Access to personal data of other candidates is limited to the personal data, relevant information, and supporting documents that formed the basis for the evaluation of candidates for the specific position(s) to be filled. Prior to the disclosure of any personal data and/or information concerning other candidates to the applicant, FORTH shall notify the respective data subjects in an appropriate manner depending on the circumstances.

Objection applications may be submitted in one of the following ways: in person, via an authorised representative; **by email to info@ia.forth.gr;** by post; or by courier to FORTH address: FORTH-IA, N. Plastira 100, Vassilika Vouton, 70013 Heraklion, Crete Greece. In the case of submission by post or courier, the date of submission is the date shown on the postal or courier service postmark or stamp. If the deadline falls on a non-working day, it shall be extended to the next working day. Late objections will not be considered.

Objections are examined by the Objections Committee, which is appointed by decision of the BoD of FORTH. The Objections Committee consists of three (3) regular and three (3) alternate members drawn from the staff of FORTH-IA. The members of the Objections Committee are not permitted to have kinship relations by blood or by affinity up to the third degree with any candidate. If no objections are submitted, the provisional results become final.

OTHER CONDITIONS

1. For applicants/candidates whose higher education qualifications (undergraduate and postgraduate) constitute a required or assessed formal qualification and were awarded by institutions abroad, these institutions must be included in the National Register of Recognised Foreign Higher Education Institutions and the National Register of Types of Recognised Qualifications of Foreign Higher Education Institutions, or a certificate from the Hellenic National Academic Recognition and Information Centre (DOATAP) must be submitted, in accordance with Law 4957/2022. Applicants/Candidates whose higher education qualifications (undergraduate and postgraduate) were awarded by foreign institutions included in the "List of Foreign Institutions awarding qualifications through franchise agreements with private entities in Greece" must submit a 'Certificate of Place of Study' issued and sent by the entity where the studies were actually conducted.
2. Throughout the duration of the Project, should it be necessary to replace individuals selected in accordance with this Call, such replacement shall be affected by selecting another candidate(s) based on their score/ranking – from the established ranking list (drawn up).
3. In the event that the funding allocated for the project is terminated for any reason, FORTH-IA reserves the right to terminate the performance of the contract by means of a formal notice of termination and without incurring any liability for damages.

4. FORTH-IA does not assume any obligation to enter into a contract and reserves the right to cancel or repeat the procedure without any obligation to pay compensation, any related claims by the candidates being expressly excluded.
5. Participation implies full acceptance of the terms of this Call for Expression of Interest.

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 until the announcement of the final results of the call, unless further retention is required by law or for the purposes of the establishment, exercise or defence of legal claims, as provided for in Regulation (EU) 2016/679 and/or the applicable national legislation.

Under Regulation (EU) 2016/679, you have the right to be informed about, access, rectify and erase your personal data, as well as the right to restriction of processing and the right to object, as provided for by the applicable EU and national legislation.

You also have the right to lodge a complaint with the Hellenic Data Protection Authority. For further information and for the exercise of your personal data protection rights, you may contact the Data Protection Officer of 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.

This call is published on the website of FORTH-IA **[https://www.ia.forth.gr/employment-opportunities]**, on Diavgeia (ΔΙΑΥΓΕΙΑ - the Government's Transparency programme) and wherever else required by the funding body.