

ΑΝΑΡΤΗΤΕΑ ΣΤΟ ΔΙΑΔΙΚΤΥΟ



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ ΚΑΙ ΕΠΕΝΔΥΣΕΩΝ
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΕΡΕΥΝΑΣ ΚΑΙ ΚΑΙΝΟΤΟΜΙΑΣ
ΙΔΡΥΜΑ ΤΕΧΝΟΛΟΓΙΑΣ ΚΑΙ ΕΡΕΥΝΑΣ, ΙΝΣΤΙΤΟΥΤΟ ΠΛΗΡΟΦΟΡΙΚΗΣ
Ταχ. Διεύθυνση: Ν. Πλαστήρα 100, 70013 Ηράκλειο Κρήτης

Ref. 103948
Heraklion 18.03.2023

**Call for expression of interest for one (1) Project Manager position in the project ARGOS -
Conceptual Design Study**

The Institute of Astrophysics is looking to hire a Project Manager in the context of the project ARGOS - Conceptual Design Study.

The project manager will be responsible for the overall management of the project and act as a liaison between ARGOS and other related projects at FORTH (TITAN, in particular).



Positions: One Project Manager Position for the HORIZON project ARGOS-CDS

Project: “ARGOS Conceptual Design Study: Designing a Next-Generation Radio Facility for Multi-Messenger Astronomy” (Grant Agreement number: 101094354) funded under HORIZON-INFRA-2022-DEV-01

Desired starting date: May 1st, 2023

Duration: 12 months with the possibility of extension

Location: Heraklion, Crete, Greece

Opening date: 18.03.2023

Closing date: 02.04.2023

Job description

The project ARGOS-CDS is seeking to recruit a Project Manager to oversee and coordinate the implementation of the project.

The Project Manager will be responsible for:

- Monitoring the execution and overall progress of the project (jointly with the Project Manager Team) using established Project Management methodologies (such as the PM2 guidelines)

- Maintaining and updating the Consortium Agreement
- Producing financial reports for the project
- overseeing and coordinating the procurement-related activities of the project
- submission of cost claims and audit certificates
- risk Management
- writing periodic management reports and keeping the PMP up to date
- quality Assurance Monitoring
- communicating with the ARGOS stakeholders
- maintaining a high-level of coordination and communication with related projects at FORTH (TITAN, in particular)
- monitoring the flow of information between the different ARGOS consortium bodies (Advisory Board, General Assembly, PMT, Stakeholders)

Required qualifications

- Education (BSc and/or MSc), or equivalent experience, in Economics and/or administration of public units
- At least 3 years of demonstrated experience in project management and procurement management
- Excellent organization and time management skills
- 2 Letters of recommendation
- Physical presence at FORTH, Heraklion, Crete for the duration of the position
- Completed military services (if applicable)
- Strong familiarity with project management software tools, methodologies and best practices
- Very good written and verbal Greek and English communication skills to collaborate with other team members

Desired qualifications

- Experience of working in dynamic and culturally diverse environments
- Willingness and ability 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 (40%)
- past experience (20%)

Application Submission

Interested candidates who meet the aforementioned requirements are kindly asked to submit their applications, no later than 1 April, 2023, 23:59 local Greece time to the address (info@ia.forth.gr), with cc to Dr. John Antoniadis (john@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 secretariat (info@ia.forth.gr), tel. +30 2810-394200. For information and questions about the advertised position and the research activity of the group or the institute, please contact Dr. John Antoniadis (john@ia.forth.gr).

Selection Announcement

The result of the selection will be announced on the website of IA - FORTH. Candidates have the right to appeal the selection decision, by addressing their written objection to the IA secretariat within five (5) days since the results announcement on the web. They also have the right to access (a) the files of the candidates as well as (b) the table of candidates' scores (ranking of candidates 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.

GDPR

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.