



Scientific project manager position in the project

ARCHERS

**(Advancing Young Researchers' Human Capital in Cutting Edge Technologies
in the Preservation of Cultural Heritage and the Tackling of Societal Challenges)**

Funded by Stavros Niarchos Foundation



Ref. 7617

Heraklion 8/5/2019

The Institute of Electronic Structure and Laser (IESL) of the Foundation for research and Technology Hellas (FORTH), in the frame of the project ARCHERS, funded by *Stavros Niarchos Foundation*, is seeking to recruit one scientific project manager.

Job Description

Project administration and management, press release and newsletter editing and workshop organization of the project ARCHERS. The ideal candidate should have good scientific qualifications in order to successfully follow the progress of the project, proven organizational skills and experience in project management.

Required qualifications

- BSc degree in Sciences (Physics, Chemistry, Materials Science or Engineering)
- Working experience in a research environment
- Working experience as a project administrator
- Experience in planning and execution of a project
- Business management skills and experience in budgeting and analysis
- English language

Additional desirable qualifications

- Experience in scientific Laboratory
- Laboratory management experience especially in multinational environment
- Quality system management
- Additional languages

Location: IESL-FORTH, Heraklion Crete GREECE

Start Date: 1st of September, 2019

Duration of appointment: 12 months (with possibility of extension according to the needs of the project).

Approx. stipend: € 800 - 1000 (net) per month

Application Submission

Interested candidates who meet the aforementioned requirements are kindly asked to submit their applications, no later than **May 24, 2019, 23:59 local Greek** time to the address (hr@iesl.forth.gr).

In order to be considered, the application must include:

- Application Form (please download form <https://www.iesl.forth.gr/en/jobs-bids/jobs/job-positions>)
- Detailed curriculum vitae (CV) of the candidate
- Copies of academic titles/transcripts

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 (hr@iesl.forth.gr), tel. +30 2810-391301.

Selection Announcement The result of the selection will be announced on the website of IESL-FORTH. Candidates have the right to appeal the selection decision, by addressing their written objection to the IESL 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 IESL-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.