



One (1) project manager position

in HellasQCI project

Deploying advanced national QCI systems and networks in Greece

Call: EU Secure Quantum Communication Infrastructure (DIGITAL-2021-QCI-01)

GA 101091504, Funded under DIGITAL-2021-QCI-01-DEPLOY-NATIONAL



Ref. 101010

Heraklion 14/2/2023

The Institute of Electronic Structure and Laser of the Foundation for research and Technology Hellas (IESL-FORTH), in the framework of the project HellasQCI, (P.I. G. Nikolopoulos, Call: EU Secure Quantum Communication Infrastructure, GA ID 101091504), funded under DIGITAL-2021-QCI-01, is seeking to recruit one project manager.

Job Description

Establish and maintain project management, administrative and secretarial support, preparation of financial statements, organization and secretarial support of conferences, support in the dissemination of project's results.

Required qualifications

- University Degree in Economics or equivalent (15%)
- Experience in project management of funded research programs in Greece (30%)
- Experience in administrative and secretarial support, with emphasis in project management (20%)
- Experience in MS Office (20%)

Desirable qualifications

Very good knowledge of English (15%)

Location: IESL-FORTH, Heraklion Crete GREECE

Start Date (earliest): April 1, 2023

Project Duration: 12 Months with possibility of extension according to the needs of the project

Application Submission

Interested candidates who meet the aforementioned requirements are kindly asked to submit their applications, no later than **February 24, 2023, 23:59 local Greece time** to the address (hr@iesl.forth.gr), with cc to Dr George Nikolopoulos (nikolg@iesl.forth.gr).

In order to be considered, the application must include:

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

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.

For information and questions about the advertised position and the research activity of the group or the institute, candidates are asked to contact Dr George Nikolopoulos (nikolg@iesl.forth.gr), tel. +30 2810-391005.

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.