



Funded by
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TO BE PUBLISHED ONLINE

CALL FOR EXPRESSION OF INTEREST

(For submission of proposals for the conclusion of a project lease contract)

The Research Committee (Special Account for Research Funds) of Aristotle University of Thessaloniki (ELKE AUTH), in the framework of the project "Centre Of Excellence For Organic, Printed Electronics & Nanotechnologies" funded under HORIZON 2021-2027, with Academic Head Prof. Stergios Logothetidis, invites candidates to submit proposals for one (1) position as described below, through the award of a project contract, starting from the signing of the contract until **30/11/2024** and with a total anticipated remuneration **60.000,00€** (VAT and taxes included). The contract can be extended until the end date of the project 30/04/2029 (in case of extension until its completion) and within the approved limits of its budget.

1 person / Degree in Business Administration – MSc / up to 60.000,00€/ until 30-11-2024

1. Project Description

Support and assist in the work of the Scientific Officer and President, and the Board of Directors of the Center as follows:

- Organization and supervision of processes required for the establishment and operation of the COPE-Nano Center of Excellence and expansion of the LTFN Nanotechnology Laboratory
- Supervision of the processes for the establishment, design, development, construction, configuration, etc. of the building and the procedures for the acquisition and installation of the required equipment of the COPE-Nano Center of Excellence
- Forecast strategic planning, financial analysis and human resources management within the framework of WP1
- Assignment of responsibilities, guidance and supervision of the work of the executives of the COPE-Nano Center of Excellence, providing guidance and motivation for their maximum performance
- Adherence to the COPE-Nano Center of Excellence policy and legal guidelines from the European Union
- Ensuring the financial performance and smooth operation of the COPE-Nano Center of Excellence
- Monitoring the correct implementation and absorption of the budget
- Representation of the Center of Excellence at various authorities, meetings, presentations, events, exhibitions, etc. as and where required
- Development of relationships and contacts with funding agencies within the framework of WP4
- Identifying and promoting funding opportunities within the framework of WP5

The above object and obligations of the project will be implemented in the context of all the Work Packages of the COPE-Nano Project and especially in the following:

WP1 Establish the COPE-Nano Organization & Procedures

- WP2:** COPE-Nano Building and Upgrade of R&I Infrastructure
WP3: Increase R&I Excellence & Capacity Building
WP4: Networking and strategic partnerships
WP5: Industrial Collaboration & Sustainability
WP6: Dissemination, Communication, Exploitation
WP7: Management & Administration

2. Required Qualifications

- Higher Education Degree (PE or TE) in Business Administration
- Master's Degree in Economic Analysis
- Professional* experience of 60 months relevant to the subject of the project in positions of responsibility
- Proven knowledge of Business Plan
- Proven knowledge of human resource management

Note: The knowledge is documented with a relevant certificate or with a relevant degree/diploma/doctoral thesis/dissertation or with relevant courses of the study cycle (analytical grade and if the correlation is not immediately apparent from the title of the course, the analytical grade should also be accompanied by the course description in the Study Guide) or by teaching relevant courses (institution certificate and/or contract).

- Computer knowledge in the subjects of a) word processing, b) spreadsheets and c) internet services
- Excellent knowledge of the English language (C2)

3. Additional Qualifications

- Additional professional* experience in positions of responsibility
- Seminars – Training on subjects related to the subject of the position
- Interview

4. Qualifications Assessment

	Qualifications criteria	Credits (Support Personnel)
1	Bachelor's degree mark	mark * 50
5	Experience (per month) - 60 months max <i>Note: only months beyond the Required Experience are graded</i>	7 (per month)
9	Seminars - Trainings (per hour) – 300 hours max or 5 max	0,25 per hour or 15 per seminar
10	Interview	≤225

All the qualifications listed above are in relevance with the project requirements and objectives.

Required Documents:

1. Submission of Proposal - Statement (see appendix)
2. Detailed table data for the proof of experience, if needed (see appendix)
3. Detailed Curriculum Vitae
4. Copies of the Degrees (Note: In case the specialization / direction do not result from the Degree, the Detailed Score should be attached. In cases where the degree is a grading criterion and is not indicated in the copy of the degree then the detailed score is submitted additionally)
5. Copies of certificates and certifications of previous service, as well as any other document that will certify the information mentioned in the CV and which are related to the Required or Additional qualifications-criteria of this call for expression of interest.
6. Copy of certificate of military stats or discharge papers / Copy of deferral of enlistment (for male candidates)

* Proof of Professional Experience:

A. For professional experience in the private sector

Certificate from the relevant insurance company is required. If the certification of the insurance company does not show the specialized experience, it is required to present a contract or service voucher that covers the duration of the specialized experience.

B. For professional experience in the public sector

Certificate of the employer and / or contract with the employer, proving the period and the object of employment is required.

All the above concerning the experience apply if the candidates during their participation held the required basic qualification or the required professional license or other professional license or certificate.

Male candidates must have fulfilled their military obligations or have been legally discharged from them or have been deferred for the entire duration of the project. In case the time for which a deferral of enlistment has been received does not cover in its entirety the duration of the project, ELKE AUTH is obliged to terminate the respective contract at the expiration time of the above deferral. Both the contractor of the Special Account and the Academic Head Officer of the project are obliged to immediately inform ELKE AUTH one (1) month before the end of the deferral.

Candidates who meet all the conditions of the call for expressions of interest will be invited for an interview (after written notification by e-mail), except for those whose proposals score at least 225 points (interview score range) lower than the first ranked proposal. Applicants who do not attend the interview will be rejected. It is not necessary to hold an interview if only one proposal fulfils all the conditions of the call.

The subjects of the questions and the marking system to be used are shown in the table below:

A/A	Subject Module	Level of Knowledge/ Grading Units/Maximum	Grade Range
1	Submission Procedures of research and development projects	Elementary Satisfactory 0-20 Satisfactory 11-30 Excellent 31-45	0-45
2	Ability to deal with crises in the implementation of research and development programmes	Elementary Satisfactory 0-20 Satisfactory 11-30 Excellent 31-45	0-45
3	Organisational skills for sustainable development of organisations	Elementary Satisfactory 0-20 Satisfactory 11-30 Excellent 31-45	0-45
4	Procedures for Certification of organisations and private sector entities procedures	Elementary Satisfactory 0-20 Satisfactory 11-30 Excellent 31-45	0-45
5	Understanding of position requirements, project objectives and critical success factors	Elementary Satisfactory 0-20 Satisfactory 11-30 Excellent 31-45	0-45

Proposals and required documents should be submitted either via e-mail to cgrava@auth.gr with subject "73197 Job Position Application" or in person or by post to the following address Faculty of Sciences Secretariat bldg., A.U.Th. Campus, 54124, Thessaloniki, Hellas within hours 10:30-12:00, **no later than 23/10/2023 at 12:00**. Proposals will be attributed a reference number from the Secretariat of the Department of the Academic Head of the project.

This Invitation will be published on the website of ELKE AUTH <https://rc.auth.gr/proskliseis-gia-apasholisi-se-erga> and on the website of "Diavgeia".

For more information and questions regarding the position, candidates may refer to **00302310- 998189**, For information on the proposal submission process candidates may contact ELKE AUTH at **00302310-994082, 994053, 994052**.

Submitted proposals will be evaluated by a three-member Evaluation Committee based on the requirements/provisions of the call.

The candidate who wishes to submit an objection to the result (Decision for Approval of Results) is entitled to recourse either via e-mail to prosk@rc.auth.gr or in person or by post to the Special Account of Research Authorities of the Aristotle University of Thessaloniki (Research Committee AUTH, 1st floor, Office 101 - 3rd September Str., University Campus 546 36, Thessaloniki, Greece) within five (5) days from the day following the posting of the Decision for Approval of Results on the website of ELKE AUTH and Diavgeia. The candidate has the obligation to be informed about the posting of the results from the website of ELKE <https://rc.auth.gr/proskliseis-gia-apasholisi-se-erga> in the online posting of this call for expression of interest in Diavgeia. Candidates are entitled to access the data of the individual proposal file and the assessment and evaluation papers of their own and of their other co-candidates, upon written request within five (5) days of the day following announcement of the results on the website of Diavgeia and under the conditions of articles 5 of Law 2690/1999, 42 of Law 4624 / 2019 and 6 par. 1 lit. f of the GCC (EU 2016/679).

ELKE AUTH takes all appropriate measures for the protection of personal data during the evaluation process and it is strongly recommended that you read about the data protection policy and your rights on the AUTH website <https://www.auth.gr/gdpr>.

EVALUATION PROCEDURE – OTHER CONDITIONS

1. From all the proposals submitted according to the above specifications, the one that best meets the project's requirements will be selected and awarded a work contract on the basis of contractual freedom.
2. Only proposals / objections that will be received by the set date and time will be considered. In the case of postal submission, the deadline is judged on the basis of the date mentioned in the shipping file, provided that it will be received by ELKE AUTH no later than the announcement of the results. ELKE AUTH bears no responsibility for the content of the candidacy files that will be sent.
3. Changes to the proposals (replacements, corrections or submission of additional documents) are not allowed after the expiration of the deadline.
4. Any diplomas of higher education (undergraduate, postgraduate and doctoral) which are included in the Required or Additional Qualification and have been awarded by institutions abroad, must be accompanied by certificates of recognition by the Hellenic National Academic Recognition and Information Center (Hellenic NARIC). In case the diplomas mentioned above have not been recognized during the submission of the proposal, the relevant application for recognition by NARIC can be submitted. It is pointed out, however, that a contract cannot be concluded without the submission of the recognition of the academic titles by NARIC. In any case, ELKE AUTH reserves the right and discretion, depending on the needs of each research project and especially the time of its implementation, to finally contract with the next candidate that holds such certificates. In addition, when the call for expression of interest stipulates a grading/points scale of the degree, it is required to submit a certificate of the equivalent degree grade issued by NARIC. In the case that, all certificates for the recognition of a degree are provided but the certificate of the equivalent degree grade by NARIC is not submitted, the candidate's proposal will be accepted but no points for the degree will be awarded.
5. In case the diplomas of higher education have been awarded by institutions in Greece and the call requires a grading /points scale of the degree, it is required that the grade is indicated in the presented degree. If the grade is not indicated in the degree, then the detailed course score is presented. In case the degree does not indicate the grade and a detailed course score has not been submitted, the proposal of the interested person is not rejected, but the specific required qualification is not graded.
6. It is pointed out that the procedure for submitting proposals for the conclusion of a project lease contract is not competitive, while the selection of a contractor has the character of accepting the proposal and not "recruitment". The evaluation process will be completed by compiling a ranking list and / or a list of excluded, while those selected will be notified individually. In case of a tie, the proposal of the interested person is selected in order a) with the longest experience, b) with the highest bachelor's degree mark, c) with the highest master's degree mark.
7. The proposal that is first in the ranking table and has the highest score in all the scoring criteria will be the one that will be selected. In case of obstruction of the person who submitted it, the next proposal is selected until the ranking order is exhausted.
8. Any submitted proposal that does not meet the criteria of the call of the expression of interest will not be examined any further and will be automatically rejected.
9. Throughout the duration of the project, it is possible that the selected candidate(s) may be replaced, if necessary, by other candidate(s) of the present call and in accordance with the ranking list.
10. The contract may be extended without restriction, following a decision of the competent body of ELKE AUTH and if the required budget of the project allows it, without a new invitation, until the end date of the project (and in case of extension of the project until its new end date).
11. ELKE AUTH does not undertake any commitment to conclude a contract, as it is left to its full discretion to conclude or not contracts, as well as their number, excluding any claim of the interested parties.
12. The project assignment will take place in accordance with the provisions of the Program Implementation Guide.
13. The knowledge of foreign languages is certified in accordance with the provisions of the Presidential Decree 85/2022 "Determining the qualifications for appointment to positions of public sector" (A' 232/17.12.2022), especially according to the articles 10, 14 par. 3 and 15 par. 7.
14. Foreign documents must be accompanied by photocopies of their official translation into the Greek language except for English, French, German, Italian and Spanish language certificates which, if they meet the conditions of the P.D. 85/2022, are accepted without requiring their translation.
15. For candidates, computer skills shall be certified according to the Presidential Decree 85/2022 "Determining the qualifications for appointment to positions of public sector" (A' 232/17.12.2022), especially according to the article 9.
16. It should be noted that the project assignment to candidates employed in the Public Sector, in Public and Private Bodies, etc. is subject to the provisions of paragraph 14 of Article 12 of YAKED 110427/EYTHY1020/01.11.2016

The President of the Research Committee

Professor Efstratios Stylianidis
Vice Rector Research and Lifelong Learning

SUBMISSION OF PROPOSAL - STATEMENT*
(with consequences of law on false/inaccurate statement)

Mobile phone: E-mail: VAT number:

Please note in this proposal - statement and outside of the postal file the following

(To be completed by the candidate):

The protocol number of this call

I affirm that the information given in
this proposal - statement is accurate and true

SIGNATURE

Date : ___/___/_____

Find attached : 1.
2.

**Incomplete filling of the proposal – statement constitutes a criterion for exclusion*

DETAILED TABLE DATA FOR PROOF OF EXPERIENCE

(The person concerned records all relevant experience to the subject of the call **if required**)

a/ a	From	To	(a)	(b)	Institution of Employment - Employer	Employer Category ⁽¹⁾	Task of Employment
			Months of Employment	Days of Employment			

TOTAL **GENERAL TOTAL MONTHS OF EXPERIENCE** ⁽²⁾

(1) Complete as appropriate with 'PR' or 'PU' depending on the category of the Employment Office, where PR: Private sector, individuals or private legal entities (corporations, etc.) • PU: Public sector, government agencies or public entities or local authorities of first and second degree or private entities in the public sector of par. 1 of Art. 14 of Law. 2190/1994 as in force or bodies of par. 3 of Art. 1 of Law. 2527/1997. In the case of self-employed, complete with the indication "SE".

(2) Complete the GENERAL TOTAL MONTHS OF EXPERIENCE. When, in Column (b) shows experience, the total days of employment divided by 25 (if the experience has been calculated as the number of wages) or by 30 (if the experience has been calculated as the period from the start day until the expiration date of employment) and the resulting integer is added to the total months of employment of the column (a).