

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

Αρ.Πρωτ. 44616
Ηράκλειο 08-01-2021

**Call for expression of interest for a part-time position of Dissemination and content creator
in the Institute of Computer Science (ICS)
Foundation for Research and Technology – Hellas (FORTH)**



Position(s): One (1) part-time position of **Dissemination and content creator**

Project: Predicting Effective Adaptation to Breast Cancer to Help Women to BOUNCE Backs (BOUNCE), GA 777167, funded under Horizon 2020, H2020-SC1-2017-CNECT-2 and An AI Platform integrating imaging data and models, supporting precision care through prostate cancer's continuum (ProCAncer-I), GA 952159, funded under Horizon H2020-SC1-FA-DTS-2019-1

Desired starting date: March 1, 2021

Duration: 4 months part-time with possibility of extension

Location: Heraklion, Crete, Greece^[1]

Opening date: 08-01-2021

Closing date: 25-01-2021

Ref.: "ICS-1647"

Description

The candidate will participate in the Dissemination activities of FORTH within the BOUNCE and

ProCancer-I project. We are looking for an experienced content creator who will support all the dissemination and communication activities that FORTH has undertaken within the H2020 funded projects BOUNCE and ProCancer-I. The candidate will support and undertake following tasks:

- Writing and editing of technical and non-technical and dissemination material, targeting the general public and other user groups, including announcements, promotional texts, Newsletters etc based on the progress and activities of the project
- Support and constant update of site
- Support and constant update of Social Media channels
- Creation and editing of audiovisual material
- Organisation and Participation at Workshops, Conferences, and other communication activities
- Writing and editing of User Guides for Software
- Constant collaboration and communication with all partners concerning monitoring of dissemination and communication activities

Required qualifications:

- University degree with preference in natural and computer sciences
- Excellent command of English
- Excellent skills in writing and elaborating texts, mostly non-technical texts in Greek and English (relevant proof of experience mandatory)
- At least 2 years experience in relevant position

Desired qualifications:

- Very good understanding of natural sciences, computer sciences and bio-medicine (if not relative studies)
- Experience in website development
- Experience in media management (including Social Media and site management)
- Experience in dissemination and marketing management
- Experience and expertise in creation and editing audiovisual material with use of tools like photoshop, illustrator etc
- Excellent communication, team and administration skills
- Experience with research projects National or European grants

Application Submission and Evaluation

Interested candidates can submit their applications via <http://www.ics.forth.gr/jobs/en/> using the link "[Apply for the position](#)" under the announcement. Applications must include:

- Detailed CV, including qualifications and interests in the above areas, and proof thereof;
- Scanned copies of academic titles;
- Detailed presentation of prior work, publications, references etc demonstrating research experience and knowledge of desired skills

Applications that do not include the above required supporting documents will not be considered for selection. Applications that do not meet the aforementioned required qualifications will not be considered for selection. Evaluation will be performed on the basis of the documentation submitted. Only candidates with the higher score will be invited for personal interviews and will be accordingly informed.

Contact Information:

- For information and questions regarding the application and selection procedure, please contact Theano Apostolidi (apost@ics.forth.gr).
- For information and questions about the advertised position the activity of the group or the Institute, please contact Theano Apostolidi (apost@ics.forth.gr).

Selection Announcement

The result of the selection will be announced on the website of ICS-FORTH. Candidates have the right to appeal the selection decision, by addressing their written objection to the ICS 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 ICS-FORTH in line with the Hellenic Data Protection Authority. Access to personal data of co-candidates shall be limited to personal data (and relevant data) and supporting documents which have been the basis of the evaluation of the candidates for the specific post(s). Prior to the announcement of the personal data and/or documents of the co-candidates to the applicant, FORTH will inform the data subjects in an appropriate way.

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.