

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.. 94247
Ηράκλειο, 18-11-2022

Call for expression of interest for one (1) full time position, for an administrative assistant in the Institute of Computer Science (ICS) Foundation for Research and Technology – Hellas (FORTH)

Position(s): One (1) full-time position for an administrative assistant with a BSc in management.

Projects: **BIA:** Helping children in Greece be safe and confident explorers of the online world by teaching resources and tools of the Google program “Be Internet Awesome”, **SI4Kids2:** The Greek Safer Internet Center SaferInternet4Kids.gr: Awareness, Helpline, Hotline.

Desired starting date: January 1st, 2023

Duration: 6 months with possibility of extension

Location: Heraklion, Crete, Greece

Opening date: 18/11/2022

Closing date: 28/11/2022

Ref.: BIA-SI4Kids2_03-02_November2022

Description

One (1) full-time position for an administrative assistant.

We seek a full-time assistant with experience in management, economics and project support, very good computer skills and very good knowledge in English. The candidate will support in the activities of our team at FORTH in the area of online safety in the context of projects BIA and SI4Kids2.

Project SI4Kids2 enables the continuation and further develop of the existing Safer Internet Centre (SIC) in Greece, through a national platform closely linked to the Core Service Platform running a range of Safer Internet services by providing:

1. An awareness raising center targeting children, parents and teachers, childcare workers and other professionals working with children (e.g. Health professionals) about better and safer use of the internet.

2. A helpline service that provides support to young people and their parents regarding harmful contact, offensive conduct (e.g. cyberbullying, hate speech, sexting) and undesirable or harmful content.
3. A hotline for receiving and managing reports from the public related to illegal online child sexual abuse material (CSAM).

Project BIA is intended to help children in Greece be safe and confident explorers of the online world. We are proposing to teach the resources and tools of the Google program “Be Internet Awesome” to another 300-500 schools in Greece per year for two consecutive school years (reaching about 1.500-2.500 educators per school year), which will lead to the empowerment of approximately 100.000-200.000 children per year, to use the web safely and wisely. This high reach in children is possible, because educators of various specialties (such as like English language teachers, gymnastics teachers, ICT teachers, etc.) that teach various different classes (possibly each one being in contact to 100-150 students each week) participate in the training programme.

Requirements and desired qualifications

One (1) full-time position for an administrative assistant.

Required qualifications:

- BSc and/or MSc (or MSc equivalent) in Management, Economics or related field.
- Experience in financial monitoring of large projects.
- Experience in events organization and support for large projects.
- Experience in procurement of equipment, software and goods.
- Experience in working under ISO standards.
- Very good Knowledge of English.
- Very good knowledge of MS Office (Word, Excel, Outlook, Powerpoint), Google Drive (Docs, Sheets, Slides, Forms), Email (filters, folders, rules)
- Willingness and ability to work cooperatively within a team, to learn, and to adapt to the projects.
- Physical presence at FORTH, Heraklion, Crete for the duration of the position.
- Completed Military Services (If applicable).

Desired qualifications:

- Working experience in European and/or National projects.

Application Submission

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.
- Scanned copies of academic titles; analytical grades for each undergraduate and postgraduate course.
- Detailed presentation of prior work, studies and/or publications, demonstrating knowledge of desired skills.
- Certificate of completion of military obligations (for Greek citizen male candidates).

The candidates may be invited for interview onsite if deemed necessary.

Contact Information:

For information and questions about the advertised position, the activity of the group or the Institute, please contact Paraskevi Fragopoulou at fragopou@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.