

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

Α.Π. 94255
Ηράκλειο, 18/11/2022

Call for expression of interest for one (1) position, for one (1) Administrative Assistant in the Institute of Computer Science (ICS) Foundation for Research and Technology – Hellas (FORTH)

Position(s): One (1) position for the HORIZON project TITAN

Project: “TITAN – Frugal Artificial Intelligence and Application in Astrophysics” (Grant Agreement number: 101086741) funded under HORIZON-WIDERA-2022-TALENTS-01

Desired starting date: January 1st, 2023

Duration: 1 year with possibility of extension

Location: Heraklion, Crete, Greece

Opening date: 18/11/2022

Closing date: 30/11/2022

Ref.: “TITAN-AdminAssist2022”

Description

This is an exciting opportunity to work as an Administrative Assistant on a new international research project within the Institute of Computer Science (ICS), Foundation for Research and Technology – Hellas (FORTH). We seek a candidate with the drive and passion to deliver high-quality administrative support in the context of the HORIZON project “TITAN – Frugal Artificial Intelligence and Application in Astrophysics”, funded under HORIZON-WIDERA-2022-TALENTS-01. The ideal candidate will be self-motivated, have great attention to detail, with strong organizational and communication skills, and will be able to work on their own initiative. The candidate will be working in an international and multidisciplinary team, with plenty of opportunities for training and development. The role will be based at the premises of FORTH in Heraklion, on the beautiful island of Crete.

The post holder will provide comprehensive administrative support for the project, with the following key responsibilities:

- Financial and budget management (monitoring the budget; reviewing expenses; processing invoices and flagging anomalies and errors to the research team as appropriate).
- Administration (facilitate the setup of contracts for the team's personnel; organize the group meetings; record minutes circulate them and follow up on actions points; act as the primary point of contact for all administrative-related matters; make the travel arrangements)
- Communication and dissemination (manage the project's communication channels; assist in the organization of events and conferences).

TITAN aims to set up a research program in computational astrophysics and data science, which will couple, transform and expand two major research operations at FORTH - Computer Science and Astrophysics - while rooting an effective bridge between regional research excellence and international missions. The project aims is to create a true interdisciplinary, international and multicultural Center of Excellence for developing the tools, methods, and applications of computational science, machine learning, and statistics for research and education in data-oriented Astronomy. TITAN will fully unlock the potential of FORTH, the Cretan region and Greece through the implementation of a set of measures geared towards: capacity building (expansion of the research program, advanced training opportunities); institutional development and structural change; and intersectoral and international partnership activities in the field of Computational Astrophysics.

Position: MSc holder for Administrative Assistant at ICS-FORTH

Required qualifications:

- Education (BSc and/or MSc), or equivalent experience, in administration of public units
- At least 3 years demonstrated experience of administration (ideally in a university/ academic/ research environment)
- Proven ability to solve problems creatively
- Excellent organization and time management skills
- Strong impersonal skills and extremely resourceful
- Strong familiarity with project management software tools, methodologies and best practices
- Very good written and verbal Greek and English communication skills to collaborate with other team members
- 2 Letters of recommendation
- Physical presence at FORTH, Heraklion, Crete for the duration of the position
- Completed military services (if applicable)

Desired qualifications:

- Experience of working in dynamic and culturally diverse environments
- Willingness and ability to work cooperatively within a team, to learn, and to adapt to the 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 and proof thereof
- Scanned copies of academic titles; academic transcripts for undergraduate and postgraduate degrees
- Two (2) letters of recommendation, detailed presentation of prior work, demonstrating knowledge of desired skills
- Certificate of completion of military obligations (for Greek citizen male candidates)

Contact Information:

For information and questions about the advertised position, the activity of the group or the Institute, please contact Jean-Luc Starck jstarck@cea.fr and Panagiotis Tsakalides at tsakalid@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.

Disclaimer

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.