



P.N. 0619-P/182184  
11 June 2025

**One (1) Junior Project Manager Position**  
[Ref # ORZ-0762]

The research group of Neurogenetics and Aging of IMBB under in the of the R&D project Excellence Hubs, CHAging - Connected Hubs in Ageing: Healthy Living to Protect Cerebrovascular Function (reference: GA: 101087071), financed by European Commission through the Horizon Europe Program, invites applications for one (1) Junior Project Manager position

**Job Description:** Project administrative support, contribution to the project deliverable's implementation, project progress reports and support to the project management team.

**Qualifications:** Fluency in both Greek and English (written and spoken) is required. Proficiency in computer applications and tools relevant to the role. A Bachelor's degree (BSc/BA) in Project Management, Office Management and Administration, Business Administration, or related fields would be highly appreciated. Previous experience in a project management position will be considered an asset.

Applicants for the post will be selected on the basis of the following criteria:

	Evaluation criteria	Maximum points
1.	Fluency in Greek	YES/NO
2.	BSc/BA degree (Grade x 1.5)	15
3.	Oral and written skills in English γλώσσας (grade B1: 12 points, B2:17 points, C1: 22 points, C2: 25 points)	25
4.	Previous experience in project management position- 1- 6 months = 10 points, 6 months -2 years = 15 points, >2 years =20 points)	20
5.	Computer/ MS Skills and operation of word processors	15
<b>TOTAL</b>		<b>75</b>

The shortlisted candidates will be invited for an interview. The evaluation criteria for the interview are:

	Evaluation criteria	Maximum points
1	Perception - Judgement	10
2	Administrative and organizational skills	5
3	Collaboration skills	5
4	Communications skills	5
<b>TOTAL</b>		<b>25</b>

**Contract Duration:** 6 months, renewable based on the program's needs.

**Total budget:** The salary is in accordance with the provisions of the Greek legislation.

**Estimated starting date:** August 1, 2025

**Application submission:** Interested applicants should submit their application electronically by **June 26, 2025 @ 13:00 (Greece time)**



**The application should consist of:**

1. Application Form (see below)
2. Brief statement of purpose
3. Detailed curriculum vitae (CV)
4. Scanned copies of academic titles
5. Scanned copies proving all the qualifications
6. Certificates of employment clearly indicating the employment relationship, the length of contract and if the employee belongs to the private or public sector (contracts in public sector)

**Submission of applications:** [orz0762@imbb.forth.gr](mailto:orz0762@imbb.forth.gr)

**Evaluation procedure**

Applications will be evaluated by a three-member evaluation committee. In case of interview procedure, applicants will be invited to participate in person or teleconference.

In case of titles and qualifications awarded by foreign Higher Education Institutions, the provisions of the Law 55/2023 (article 36) and 4957/2022 (article 304) are implemented.

The results of the selection will be announced on the website of IMBB-FORTH. Applicants have the right to appeal the selection decision, by addressing their written objection to the IMBB secretariat within five days since the results announcement on the web. Objections are submitted in one of the following ways: in person, by an authorized person, by post, by courier. They also have the right to access (a) the files of the applicants as well as (b) the table of applicants' scores (ranking of applicants results). All the above information related to the selection procedure will be available at the secretariat of IMBB-FORTH in line with the Hellenic Data Protection Authority. Access to personal data of co- applicants shall be limited to personal data (and relevant data) and supporting documents which have been the basis of the evaluation of the applicants for the specific post(s). Prior to the announcement of the personal data and/or documents of the co- applicants to the applicant, FORTH will inform the data subjects in an appropriate way.

The selected applicants will be notified personally regarding the success of his/her application and will be requested to submit certified copies of his/her degrees. If the submitted documents do not agree with the original application, the applicant will be dismissed.

Throughout the duration of the project, and if there is a need to replace persons selected in accordance with this Call, the replacement will be carried out by selecting - based on score/point allocation - another candidate(s) from the compiled ranking list.

In the event that for any reason the funding provided for the project is interrupted, FORTH-IMBB reserves the right to interrupt the execution of the contract with a special declaration of interruption and without compensation.

FORTH-IMBB does not undertake any commitment to conclude a contract and is entitled to cancel or repeat the procedure without obligation to pay any compensation, excluding any relevant claim by the candidates.

Participation in this call for expressions of interest implies full acceptance of the terms of this.

The implementation of the project will be carried out in accordance with Call for Proposals in the framework of the Action: Excellence Hubs, CHAngeing - Connected Hubs in Ageing: Healthy Living to Protect Cerebrovascular Function), financed by European Commission through the Horizon Europe Program (GA: 101087071).

**GDPR 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 applicants have submitted. 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. Under the Regulation EU/2016/679, applicants have the rights to be informed about their personal data, access to, rectification and erasure, restrictions of process and objection to as provided by applicable regulation and national laws. Applicants have the right to file a complaint to the national Data Protection Authority. For any further information regarding exercise of personal data protection rights, applicants may contact the Data Protection Officer at FORTH at [dpo@admin.forth.gr](mailto:dpo@admin.forth.gr).

Applicants have the right to withdraw their application and consent for the processing of personal data at any time. In this case, FORTH shall destroy such documents and/or supporting documents submitted and shall delete the related personal data.

**APPLICATION FORM**

Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Date of birth (dd/mm/yy): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

TO  
**FOUNDATION OF RESEARCH AND TECHNOLOGY (FORTH)**  
**INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY**

Hereby I submit my application for the position:

In the framework of the project: \_\_\_\_\_

Position code [Ref #] \_\_\_\_\_

Submitted with this application:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I certify that:

- A) I accept the terms and conditions of the job announcement
- B) I possess all the necessary certificates and documents and I can present them in their original form to the committee without any delay if I am asked to do so
- C) I am able to complete the project within the foreseen time -frame
- D) all the information given in the framework of this application are accurate and true.

Date: \_\_\_\_\_

Applicant name

\_\_\_\_\_  
(signature)