

P.N. 0291-P/93149
7 November 2022

One (1) Project/Lab Manager Position

[Ref # ORZ-0413]

The research group of Dr. Panayiota Poirazi at IMBB-FORTH (www.dendrites.gr) under the European Program **H2020-FET-Open GA-863245**, entitled “A smart, hybrid neural-computo device for drug discovery” (Program Coordinator Prof. Poirazi) invites applications for one (1) motivated Project/Lab Manager to assist with the organization and management of the grant and the research activities of the lab related to the NEUREKA project.

Position Description:

The Program manager is expected to assist the Coordinator in her daily financial and legal provisions. In doing so, s(he) is expected to:

- Represent the Coordinator in all communications with the Programme Officer (P.O.) and the Research Executive Agency;
- Advise and lead the Program beneficiaries on all developments needed for the projects' execution;
- Ensure the effective exchange of information between the Participants;
- Compile and issue the periodic and final scientific reports and submitting them to the EU;
- Assist with issuing the administrative/financial reports and submitting them to the EU;
- Assist in the organization of Annual meetings;
- Oversee the efficient implementation of Network activities,
- Liaise with the website administrator and the FORTH administration department.
- Coordinate and submit all lab orders (equipment/consumables/other) related to the grant
- Assist with planning travel by lab members related to the grant

Qualifications:

- BSc in Biology or Neuroscience
- Excellent oral and written skills in English and Greek language
- Prior experience with grant/lab management, ideally in Greece
- Familiarity with the Greek/EU regulations for purchasing / ordering

Contract Duration: 12 months with the possibility of extension according to the project needs

Total budget: according to qualifications, 1.200,00 - 1.500,00 € monthly cost (incl. tax and social security)

Envisaged starting date: 1st, January 2023

Application submission: Interested candidates should submit their application electronically by **November 22, 2022 @ 13:00 (Greek time)**

The application should consist of:

1. CV
2. The names and contact details of two referees

Evaluation procedure

Applications will be evaluated by a three-member evaluation committee. In case of interview procedure, candidates will be invited to participate in person or teleconference. The announcement of the results will be posted on the website of FORTH-IMBB. This publication confers the right to object to the results within 5 working days of the date of the results announcement. The selected candidates will be notified personally regarding the success of his/her application and will be requested to submit certified copies of his/her degrees. In the event that the documents submitted to not agree with the original application the candidate will be dismissed.

Submission of applications: orz0413@imbb.forth.gr

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European
Commission

Horizon 2020
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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 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.