



One (1) Position for a Research Officer

[Ref # ORZ-0718]

The Biosensors lab (<https://www.gizeligroup.eu/>), headed by Prof. Electra Gizeli, invites applications for a **Research Officer** position to work in the newly awarded **HORIZON-WIDERA-2023-ACCESS-07** project entitled “Connecting Greek and Portuguese Innovation Ecosystems to Develop a Hub for Infectious Diseases Diagnostic Solutions at the Point-of Care – Tackling Cross-border Threats Towards an instrument-free future of molecular diagnostics at the point-of-care” Acronym: DxHub (Project number: 101186531).

Job Description:

Provide administration support with grant application procedures for research funding as well as elaborate on policy settings and works to provide researchers and research managers with the best environment possible.

About the lab and new posts:

The successful applicant will join a **multidisciplinary group** consisting of researchers, policy makers, entrepreneurs and government representatives. The role will focus on close interaction with group members and institutes, as well as a broad network of stakeholders and organizations from the science, innovation and policy fields across Europe. By joining you will be responsible for implementing several activities such as steering working groups and task forces, collecting and preparing data for policy action and organizing project meetings.

The successful candidate will interact closely with members of the program working groups, as well as a broad network of stakeholders and organizations from the science, innovation and policy fields across Greece and Europe. In addition, he/she will be drafting Applications and Technical Proposals related to research and innovation funding activities. Key responsibilities include **administrative, policy, strategic development** and **fund-raising activities**.

About the project:

DxHub will develop a strong ecosystem reinforcing actors from two widening countries to consolidate individual efforts into a common cutting-edge R&I plan, thus, accelerating innovations in diagnostics into impactful solutions by embracing the quadruple helix (researchers, government, industry, the public). The consortium includes academic/research, clinical, industrial, governmental and societal partners from Greece and Portugal.

Required qualifications:

- Academic background with Bachelor degree on Natural/Health, Economics or Social sciences.
- Excellent verbal and written communication in English language
- Ability to start in the next three months.



Desired qualifications:

- Post-graduate studies (Msc) or MBA.
- Proven professional experience in project management with the ability to develop and manage project plans, timelines, and budgets, record keeping, policy workshops and fund-raising activities.
- Previous experience in drafting and implementing EU funded projects.

	Evaluation criteria	Maximum score
1.	Bsc in Natural/Health sciences, Economy or social sciences or relevant area (Score points=grade x 2)	20
2.	Excellent verbal and written skills in English language (B1= 5 points, B2 = 10 points, C1 = 15 points, C2 = 20 points)	20
3.	Post-graduate studies (Msc) or MBA	20
4.	Previous professional experience (1 year = 10 points, 2 years = 20 points, 3 years = 30 points)	30
5.	Previous experience in drafting and implementing EU funded projects (no experience = 0 points)	10
6.	Ability to start in the next three months	YES/NO
Total score		100

Contract Duration: 12 months with the possibility of extension

Salary: Competitive salary according to age and qualifications

Envisaged starting date: 1st March 2025

Application submission: Interested applicants should submit their application electronically by **January 24, 2025 @ 13:00 (Greece time)**

The application should consist of:

1. Application Form (see below)
2. CV
3. Brief statement of purpose
4. The names and contact details of two referees
5. Scanned copies of academic titles
6. Scanned copies proving all the qualifications

Submission of applications: orz0718@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.

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.

Applicants have the right to withdraw your 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)