



TO BE PUBLISHED ON THE INTERNET

Athens, the 28th of April 2021

Ref. No 1807/17348-21

INVITATION FOR EXPRESSION OF INTEREST

Invitation for expression of interest for a fixed term contract for a Research and Administrative Support position, in the context of the project “SMALL BUT PERFECTLY FORMED: ACCELERATING THE RISE OF CIRCULAR AND SUSTAINABLE SMES IN FASHION-SMALL BUT PERFECT” (position code 3338-PR2)

The Research Center of the Athens University of Economics and Business (RC/AUEB) in the frame of the European Union funded research project **“SMALL BUT PERFECTLY FORMED: ACCELERATING THE RISE OF CIRCULAR AND SUSTAINABLE SMES IN FASHION-SMALL BUT PERFECT”, project code 11333801**, and under the supervision of the Scientist Responsible for the project, Professor Georgios Ioannou, invites, in accordance with the decision of the 87th Meeting of the Research and Management Committee of RC/AUEB of the academic year 2020-2021, dated 14/04/2021 (ADA: ΨΞ6Y469B4M-MΠΓ), applications for a fixed term, up to twenty-five (25) months, (with the possibility of renewing until the end of the project) work contract, for the implementation of the following project:

- **Project Management (WP1).**
- **Creation of a transnational circular and sustainable fashion network and platform Methodology (WP2).**
- **Capacity building of fashion business support ecosystem Methodology (WP3).**
- **Acceleration and business support to SME led transnational projects in circular and sustainable fashion (WP4).**
- **Raising public awareness of SME led sustainable and circular fashion and open-sourcing project toolkits and resources (WP5).**

Estimated duration: up to twenty-five (25) months, may be extended until the end of the project.

Budget: up to nineteen thousand six hundred eighty-six (**19,686€**) EUR, including all taxes and deductions. If necessary and/or applicable, employer’s social security contribution payable by RC/AUEB, will be added accordingly, charging the aforementioned project.

Required Candidate Qualifications:

- **University degree**, from a domestic or an equivalent foreign institution in Economics or Management or in a relevant field of studies.
- **Proficient knowledge of English** (It’s a prerequisite but will not be further assessed).

- Computer skills and in particular: a) word processing, b) spreadsheets, and c) internet services (It's a prerequisite but will not be further assessed).

Desirable Candidate Qualifications:

- **Master's University degree** from a domestic or an equivalent foreign institution in Management and/or Entrepreneurship and/or Innovation.
- Participation in competitions and/or awards of entrepreneurship and/or innovation **certified by relevant certificates of participation.**
- Participation in an incubation and/or business acceleration competition **certified by a relevant certificate/attestation and/or any other document provided as proof of participation.**

GRADING IN ACCORDANCE TO QUALIFICATIONS AND CRITERIA

The calculation of grading units shall rely upon the fulfillment of all the Required Candidate Qualifications and shall be objectively connected with the project requirements.

AA	Assessment Criteria	Comments	Maximum Grade of Criterion	Criterion Importance
1.	Master's University degree in Management and/or Entrepreneurship and/or Innovation	One hundred (100) points	100	30%
2.	Participation in competitions and/or awards of entrepreneurship and/or innovation certified by relevant certificates of participation	Fifty (50) points for each participation <i>Grading received for at most two (2) participations</i>	100	20%
3.	Participation in an incubation and/or business acceleration competition	One hundred (100) points	100	20%
4.	Overall assessment of the candidate according to his/her required and desirable qualification and his/her communication skills	Personal Interview (can be performed by means of teleconference, if necessary)	100	30%

OTHER TERMS AND CONDITIONS

1) Any objections to the results of the candidates' evaluation should be submitted strictly within a period of five (5) working days from the day following the announcement of the results on the website of RC/AUEB (<http://rc.aueb.gr/el/static/home>). Objections should be specific and should be submitted in person or sent by post to the address: 46, Kefallinias Street, Athens, 11251, Greece. In order to ensure that the applicant exercises his/her rights in accordance with the legal procedure (written application, documentation of legal interest, etc.), the right of access to other candidates' personal files and data shall be exercised in favor of the applicant in accordance with the combined provisions of Law 2472/1997 and Law 2690/1999, and provided it complies with the conditions set out in C/EX/4163-1/7.6.2012 document of the Hellenic Data Protection Authority (HDP A).

- 2) Any submitted candidacy that does not meet the required qualification of the call will not be examined any further and will consequently be rejected. The recognition of academic and professional qualifications and skills, including non-standardized qualifications with an emphasis on geographical and professional mobility of the candidates, particularly concerning academic and professional international mobility, will be in accordance to the implementation of international standards and the relevant European and international legal framework¹.
- 3) **Greek candidates' higher education degrees (undergraduate and postgraduate) that are a required qualification and have been issued by foreign institutions must be accompanied by certificates of recognition by the Hellenic National Academic Recognition and Information Center (Hellenic NARIC).**
- 4) **Language knowledge for Greek citizens** shall be certified according to Article 1 of Presidential Decree 146/2007 "Modification of provisions of Presidential Decree 50/2001 Defining qualifications for the appointments of posts in the public sector" (Official Gazette 185/3.8.2007/Issue A'), in conjunction with the last passage of paragraph 1 of Article 1 of the Presidential Decree 116/2006 "Amendment of Article 28 of Presidential Decree 50/2001" (Official Gazette 115/9.6.2006/Issue A'). **Regarding the certification of knowledge of any foreign language, a photocopy of the original certificate together with a photocopy of its official translation in Greek should be submitted.**
- 5) Male candidates, on condition that military service is obligatory in their country of residence, should have fulfilled their military obligations or have been legally exempted from them throughout the duration of the project contract.
- 6) If the selected candidates are Greek public servants, they shall bear the responsibility to comply with the requirements of Article 31 of Act 3528/2007.
- 7) Please note that the invitation for work contracts concerning the project is not a competitive tendering procedure, while the potential selection of counterparties shall be interpreted as an acceptance of a proposal and not as "hiring". The said process will be completed with the announcement of a ranking list, while those candidates selected will be notified individually. In case of a tie, the candidate whose application has the highest relevance of subject and longest professional experience will be selected.
- 8) Throughout the duration of the project and the contract it is possible that selected candidate(s) may be replaced by other candidate(s) of the present call and in accordance with the ranking list.
- 9) This invitation for expression of interest is not binding for RC/AUEB to establish cooperation with stakeholders and does not create rights expectation. RC/AUEB reserves the right to select the candidate, as well as full discretion in the conclusion or not of the relevant contracts, excluding any claim by the candidates.
- 10) The terms and working conditions will comply with all national and international relevant regulations. RC/AUEB will fully implement the existing international and European labor law, incorporated into Greek law, in all settings, and in particular regarding the rights and benefits the selected candidate is entitled to.
- 11) RC/AUEB may, upon decision, extend the contract, provided that such an extension is in accordance with relevant Greek and international legislation.
- 12) This invitation for expression of interest is published on the websites of RC/AUEB, AUEB and EURAXESS as part of the project "SMALL BUT PERFECTLY FORMED: ACCELERATING THE RISE OF CIRCULAR AND SUSTAINABLE SMES IN FASHION-SMALL BUT PERFECT", taking into account and being in accordance with the terms of the Grant Agreement No. 958060 and the Commission Recommendation of 11/3/2005 concerning the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (OJ L75/67 2005/251/ EK), the European Code of Conduct for Research Integrity of ALLEA (ALL European Academies) and ESF (European Science Foundation) of March 2011

¹ published in NARIC (national centers for the recognition of academic titles) and ENIC (European network information centers).

http://www.esf.org/fileadmin/Public_documents/Publications/Code_Conduct_Research_Integrity.pdf, and Commission Recommendation C (2008) 1329 of 10/4/2008 on the management of intellectual property, which are annexed hereby and subject to acceptance by the candidates.

REQUIRED APPLICATION DOCUMENTS

- 1) Completed and signed proposal form (see Annex A')
- 2) Detailed CV (in Greek or English) according to the Europass template.
- 3) Copies of academic titles, degrees and valid certifications (validated copies shall be provided exclusively upon request).
- 4) Any other additional valid information that documents or clarifies or completes the information mentioned in the CV or requested by the Invitation.
- 5) **CD including all documents in the candidate's application.**

Candidates are invited to submit their applications (form in Annex A') accompanied by CV and copies of diplomas and any other information documenting the data included in CV, to the address: **RC/AUEB, 46, Kefallinias Street, Athens, 11251 Greece, Reception, 1st floor, until 19/05/2021 at 16:00.**

Please note that RC/AUEB will be closed from 29/04/2021 until 04/05/2021.

In a sealed envelope with the following indication:

**"Participation to the call for expression of interest in the context of the research project
"SMALL BUT PERFECTLY FORMED: ACCELERATING THE RISE OF CIRCULAR AND SUSTAINABLE
SMES IN FASHION-SMALL BUT PERFECT", project code 11333801"
(position code 3338-PR2)**

Candidates can either submit their sealed candidacy, in person to the above-mentioned address of RC/AUEB or send their applications by post, exclusively by registered mail or a Courier Company, in order to ensure timely submission of their proposals, based on the above strictly binding deadline for submission.

Applications that have been submitted and received a reference number by the aforementioned deadline for submission of proposals are considered timely. In case of registered mail or a courier delivery, timely submission of proposals will be confirmed by the date of postal stamp (**please note that the applicant must ensure that the mailing date will be clearly indicated**).

Contact details: **Mrs Roula Parsalidou**, phone: **(+30) 210 8203839** (hours 11:00 - 14:00).

Publicity of the invitation for Expression of Interest: Will be posted on the websites of AUEB www.aueb.gr, RC /AUEB www.rc.aueb.gr, and EURAXESS (<https://euraxess.ec.europa.eu/>), in DIAVGEIA and where else required by the project Funding Agency.

The President of RC/AUEB

Associate Professor Georgios Lekakos
Vice Rector of Research and Lifelong Learning

ANNEX A'

Name:

Surname:

Father's name.....

Mailing address:

Tel:.....

E-mail:.....

TO RC/AUEB

APPLICATION – CODE No. 3338-PR2

Call for expression of interest for a fixed term work contract for a Research and Administrative Support position, in the context of the project “SMALL BUT PERFECTLY FORMED: ACCELERATING THE RISE OF CIRCULAR AND SUSTAINABLE SMES IN FASHION-SMALL BUT PERFECT” (position code 3338-PR2)

In response to the call for expression of interest with **ref. no. 1807/17348-21**, I hereby declare that I accept the terms of the Invitation for expression of interest and submit my application for the project **“SMALL BUT PERFECTLY FORMED: ACCELERATING THE RISE OF CIRCULAR AND SUSTAINABLE SMES IN FASHION-SMALL BUT PERFECT”**, project code **11333801**.

I also attach a detailed CV and all necessary, according to the call, required documents:

Consent statement for the collection and processing of personal data

I, the undersigned, hereby declare that I do consent to the collection and processing of my personal data, as stated in this proposal and the supporting documents attached thereto, solely for the purpose of implementing the Invitation for Expression of Interest with ref. no 1807/17348-21, including the posting results of the evaluation process to DIAYGEIA.

Date:/...../2021

[Signature]