



**TO BE PUBLISHED ON THE INTERNET**

Athens, the 15<sup>th</sup> of June 2021

Ref. No 1807/22220-21

### **Invitation for expression of interest**

**Invitation for expression of interest for a fixed term contract for the Technical and Administrative support, in the context of the project “NUDGING CONSUMERS TOWARDS ENERGY EFFICIENCY THROUGH BEHAVIORAL SCIENCE - NUDGE” (position code 3302-PR5)**

The Research Center of the Athens University of Economics and Business (RC/AUEB) in the frame of the European Union funded research project **“NUDGING CONSUMERS TOWARDS ENERGY EFFICIENCY THROUGH BEHAVIORAL SCIENCE - NUDGE”, project code 11330201**, and under the supervision of the Scientist Responsible for the project, Associate Professor Iordanis Koutsopoulos, invites, in accordance with the decision of the 91<sup>st</sup> Meeting of the Research and Management Committee of RC/AUEB of the academic year 2020-2021, dated 09/06/2021 (ADA: ΨΞΗΩ469B4M-ZT4), applications for a position on 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:

**“European project’s Technical and Administrative support,  
in the context of work package: WP7 (Project Management)”**

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

**Budget:** up to two thousand one hundred twenty euros and fifty-three cents (**2.120,53€**), 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 Political Sciences.
- **At least three (3) years of** Technical and Administrative project/programme support, professional experience in institutions and/or organizations and/or public and/or private sector companies.
- **Computer skills** and in particular: a) word processing, b) spreadsheets, and c) internet services (It’s a prerequisite but will not be further assessed).
- **Proficient knowledge of English** (It’s a prerequisite but will not be further assessed).

**Desirable Candidate Qualifications:**

- Technical and Administrative project support, professional experience, in Greek and/or foreign University research centers.

**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.	Additional, Technical and Administrative project/programme support, professional experience in institutions and/or organizations and/or public and/or private sector companies	Twenty-five (25) points for each additional year of relevant professional experience after the 3 <sup>rd</sup> . <i>Grading received for at most four (4) years (from the 4<sup>th</sup> up to the 7<sup>th</sup>)</i>	100	50%
2.	Technical and Administrative project support, professional experience, in Greek and/or foreign University research centers	Fifty (50) points for each year of relevant experience. <i>Grading received for at most two (2) years</i>	100	30%
3.	Overall assessment of the candidate (indicative: according to his/her required and desirable qualifications and all the submitted supporting documents)	Evaluation of submitted documents and/or relevant clarifications, <b>and only if necessary, in a personal interview</b> (can be performed by means of teleconference, if necessary)	100	20%

**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 (HDPa).
- 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 framework<sup>1</sup>.
- 3) **Greek candidates' higher education degrees (undergraduate and postgraduate) that are a required qualification and have been issued by foreign institutions must be**

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

**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 "NUDGING CONSUMERS TOWARDS ENERGY EFFICIENCY THROUGH BEHAVIORAL SCIENCE - NUDGE", taking into account and being in accordance with the terms of the Grant Agreement No. 957012 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 [http://www.esf.org/fileadmin/Public\\_documents/Publications/Code\\_Conduct\\_Research\\_Integrity.pdf](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 English or Greek), according to the Europass template.
- 3) Copies of academic titles, degrees and valid certifications (validated copies shall be provided exclusively upon request).
- 4) **The relevance and duration of professional experience is attested by** an employment certification, where duration and the object of work should be indicated in detail and/or by copies of contracts accompanied by a certificate of the

relevant insurance authority, as well as any other document or information that documents what is mentioned in the CV.

**It should be noted that certificates of professional experience submitted by the candidates, should be such as to clarify the relevance with the object of the project defined by the Invitation for Expression of Interest, as well as the implementation of the project.**

- 5) Any other additional valid information that documents or clarifies or completes the information mentioned in the CV or requested by the Invitation.
- 6) **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 30/06/2021 at 16:00.**

**Please note that RC/AUEB will be closed on the 21<sup>st</sup> of June.**

In a **sealed** envelope with the following indication:

**"Participation to the call for expression of interest in the context of the research project  
"NUDGING CONSUMERS TOWARDS ENERGY EFFICIENCY THROUGH  
BEHAVIORAL SCIENCE - NUDGE", project code 11330201"  
(position code 3302-PR5)**

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](http://www.aueb.gr), RC /AUEB [www.rc.aueb.gr](http://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. 3302-PR5**

**Call for expression of interest for a fixed term work contract for the Technical and Administrative support in the context of the project “NUDGING CONSUMERS TOWARDS ENERGY EFFICIENCY THROUGH BEHAVIORAL SCIENCE - NUDGE” (position code 3302-PR5)**

In response to the call for expression of interest with **ref. no. 1807/22220-21**, I hereby declare that I accept the terms of the Invitation for expression of interest and submit my application for the project **“NUDGING CONSUMERS TOWARDS ENERGY EFFICIENCY THROUGH BEHAVIORAL SCIENCE - NUDGE”**, project code **11330201**.

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 1807/22220-21, including the posting results of the evaluation process to DIAYGEIA.*

Date: ...../...../2021

[Signature] .....