



TO BE PUBLISHED ON THE INTERNET

Athens, the 17th of September 2024

Ref. No 1807/40035-24

INVITATION FOR EXPRESSION OF INTEREST

Invitation for expression of interest for a fixed term work contract for the project “DEVELOPING COMPASSIONATE WORKPLACES IN EUROPE FOR THE DIGITAL AND GREEN WORK ENVIRONMENT TO PROTECT EMPLOYEES’ MENTAL AND PHYSICAL HEALTH AND WELLBEING (EU-CoWork)” (position code 3674-PR2)

The Research Center of the Athens University of Economics and Business (RC/AUEB) in the frame of the European Union funded research project “**DEVELOPING COMPASSIONATE WORKPLACES IN EUROPE FOR THE DIGITAL AND GREEN WORK ENVIRONMENT TO PROTECT EMPLOYEES’ MENTAL AND PHYSICAL HEALTH AND WELLBEING (EU-CoWork)**”, project code **11367401**, and under the supervision of the Scientist Responsible for the project, Associate Professor Irene Nikandrou, invites, in accordance with the decision of the 219th Meeting of the Research Committee of RC/AUEB of the academic year 2024-2025, dated 11/09/2024 (ADA: [ΠΟΘΩ469Β4Μ-ΩΒ8](#)), pursuant to the provisions of Law 4957/2022 "New Horizons in Higher Education Institutions: Enhancing the quality, functionality and connection of H.E.I. with society and other provisions" (A 141/21.07.2022), applications for a fixed term work contact, up to six (6) months, with the possibility of renewing until the end of the project, in accordance with the provisions of article 243(5) of Law 4957/2022, for the implementation of the following project:

Project object: “Monitoring and execution of the required Administrative tasks, in the context of Work Packages (WP): WP1 (Coordination, management and progress monitoring), WP2 (Development and developmental evaluation of a tailored Compassionate Workplaces program), WP3 (Preparations for data collection), WP4 (Impact and process evaluation of the tailored Compassionate Workplaces program), and WP8 (Dissemination, Exploitation and communication)”.

Estimated duration: up to six (6) months, with the possibility of renewing until the end of the project, in accordance with the provisions of article 243(5) of Law 4957/2022.

Budget: up to six thousand (6.000,00€) EUR, including all taxes and deductions. Any necessary and/or applicable, employer’s social security contribution payable by RC/AUEB, are included to the aforementioned amount.

Required Candidate Qualifications:

- Master's Degree, from a domestic or an equivalent foreign Institution, in Business Administration or Marketing.

- University Degree, from a domestic or an equivalent foreign Institution, in Business Administration or Economics.
- Proficient knowledge of English (C2) (it is a prerequisite, but will not be further assessed).
- Coaching certification (it is a prerequisite, but will not be further assessed).
- Previous professional experience of at least one (1) year in a managerial position at a multinational company.

Desired Candidate Qualifications:

- In addition to the prerequisite, professional experience of up to two (2) years in managerial position/s at a multinational company.
- Certified Computer literacy in: a) word processing, b) spreadsheet and c) web services.

Structured Interview Evaluation Criteria:

1. *Understanding the requirements of the project object.*
2. *Responsibility and Initiative.*
3. *Flexibility and Adaptability.*
4. *Orientation to the Result.*
5. *Ability to cooperate and work in a team.*

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.	In addition to the prerequisite, professional experience of up to two (2) years in managerial position/s at a multinational company	Fifty (50) points for each additional year of professional experience, after the 1 st . <i>Grading received for at most two (2) years. From the 2nd up to the 3rd</i>	100	65%
2.	Certified Computer literacy in: a) word processing, b) spreadsheet and c) web services	One hundred (100) points	100	5%
3.	<i>Overall Assessment of the candidate's image</i> <u>Structured Interview evaluation criteria:</u> 1. <i>Understanding the requirements of the project object.</i> 2. <i>Responsibility and Initiative.</i> 3. <i>Flexibility and Adaptability.</i> 4. <i>Orientation to the Result.</i> 5. <i>Ability to cooperate and work in a team</i>	Twenty (20) points for each of the five (5) Criteria (can be performed by means of teleconference, if necessary)	100	30%

OTHER TERMS AND CONDITIONS

1. Any submitted candidacy that does not meet the required qualifications of the call will not be further assessed and consequently will be rejected. Qualifications mentioned on the application and/or Candidate's CV, that are not supported by the required documents, will not be considered during the evaluation process. 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.

2. In case the candidate evaluation procedure foresees a personal interview, and the candidate, although invited to participate, will not appear, he/she will consequently be rejected from being further assessed. Only Candidates whose proposals meet the necessary qualifications referred to in the Invitation, will be invited to a personal interview. Candidates will be informed of the date and time of the interview via electronic mail sent to the email address they have provided as contact details in their application. The date and time of the interview will be determined by the members of the Evaluation Committee, it is considered mandatory for the candidate's evaluation and cannot be changed. Please note that the interview procedure may also be conducted by electronic means.
3. Higher education degrees (undergraduate and postgraduate) that are a required qualification and have been issued by a foreign institution, the provisions of the articles of Chapter B - "Academic Recognition" of Law 4957/2022, apply.
4. Knowledge of any foreign language for Greek citizens shall be certified according to the provisions of article 10 of the Presidential Decree 85/2022 "Determination of qualifications for appointment to public bodies (Qualifications - Branches)" (A' 232), as it applies. Titles, certificates and foreign language certificates must be officially translated into the Greek language, as defined by the relevant provisions. Language certificates in English, French, German, Italian and Spanish that meet the conditions of the Presidential Decree 85/2022 and are included in the Language Annex of the announcements of A.S.E.P. or in the fixed parts thereof, are exempted from the obligation of being translated. These titles, when submitted electronically, are accepted without validation.
5. IT knowledge or Computer operation skills for Greek citizens shall be certified according to the provisions of article 9 of the Presidential Decree 85/2022 "Determination of qualifications for appointment to public bodies (Qualifications - Branches)" (A' 232), as it applies.
6. As work experience that is taken into account, is considered the employment that has been acquired under an employment contract or under a project work contract in the public or private sector in tasks or projects, identical or related to those mentioned in this invitation, after obtaining the basic degree with which the candidate participates in the selection process of the call for expressions of interest.
7. Candidates, on condition that military service is obligatory in their country of residence, should have fulfilled their military obligations or must have been legally exempted from the obligation throughout the duration of the project contract. Candidates should provide a Solemn Declaration (Article 8, par. 4, L. 1599/1986) certifying each of the aforementioned (see Appendix B).
8. *Candidates may replace, correct or add any missing documents to their already submitted proposals, **strictly until closure date is reached, by submitting an additional proposal to the following address: RC AUEB, 46 Kefallinias str., 11251 Athens, 1st floor.***
9. If the selected candidates are Greek public servants, they shall bear the responsibility to comply with the requirements of Article 31 of L. 3528/2007, without prejudice to Article 127, L. 4957/2022.
10. 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". Candidacies shall be evaluated by the appointed Candidacy Evaluation Committee, which makes recommendations to the Research Committee as defined in article 244 of Law 4957/2022. By decision of the Research Committee, the Candidate assessment results Table of accepted and rejected candidates are approved according and with reference to the protocol number of their submitted application. Results will be posted on the websites of DIAYGEIA, Athens University of Economics and Business (AUEB) and RC AUEB, while those selected will be notified individually. In case of a tie, the proposal of the Candidate with the highest score in the 1st Criterion of the Evaluation Table will be

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

selected in order and if they coincide, the proposal of the candidate with the highest score in the 3rd Criterion will be selected respectively, which concerns the personal interviews of the candidates. In the event that there is still a tie between the candidates, the proposal with the highest score in the 3rd Criterion of the Evaluation Table will be selected. If all the criteria will be exhausted without being possible to determine the order between the equals, the order between them will be determined by a public lottery, which will be carried out before the final ranking tables of the candidates are drawn up.

11. Throughout the duration of the project and according to the terms of the contract, if the selected candidate will be unable to continue working at the project, in order to not disrupt the undertaken project, it is allowed to assign the remaining project to the runners-up, in context of this invitation for expression of interest and according to the approved final Candidate assessment results Table. In the event that there is a need to terminate the contract, a written notification of the reasons for the deviation will precede, providing the candidate with the possibility of compliance.
12. 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. The conclusion of a contract is dependent on the needs of the project and the required credit to cover the cost of the contract.
13. 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.
14. The objections procedure is determined by article 245 of Law 4957/2022. Any objections to the results of the candidates' evaluation should be submitted strictly within a period of five (5) days from the day following the announcement of the results on the website of RC/AUEB. Objections should only be submitted by sending an email to the following address: enstaseis-elke@aub.gr, and not later than the aforementioned closure date, otherwise they will not be accepted in order to be assessed. The Objections must be specific under penalty of inadmissibility. Additionally, any Objections to the results of a personal interview or an examination of knowledge or work competence and efficiency skills, will be considered as rejected. Candidates who intend to exercise their legal right to the selection process and results, may, upon their written application, request access to the files and supporting documents of other candidates. The files/supporting documents submitted by the candidates are considered as their personal data, within the context of Article 4 of the General Data Protection Regulation 2016/679. Simultaneously, the same documents constitute administrative documents according to Article 5 para. 1 of the Code of Administrative Procedure, if and when they have been taken into account in shaping the relevant assessment procedure. Fulfillment of the right of access is possible under the conditions of the legislation on personal data and article 5 of the Code of Administrative Procedure and in accordance with the conditions that the Personal Data Protection Authority permanently accepts (ΑΠΔΠΧ 28/2018). Before submitting the data to the applicants, it is possible to inform the candidates to whom this information refers. In any case, candidates are informed by the Invitation for expression of Interest that their submitted supporting documents may be available to their co-candidates, without priorly being informed individually. Consequently, by this, Candidates must consider themselves as being already informed regarding to the aforementioned possibility.
15. Following the examination of possible objections, in case there are any, the final assessment results Table of the candidates will be drawn up, approved and validated at a Meeting of the Research and Management Committee of RC/AUEB. It will then be posted on the websites of DIAVGIA, Athens University of Economics and Business (AUEB) and RC of the Athens University of Economics and Business (RC/AUEB). It is pointed out that If the set deadline of the objections is not met, the results of the invitation for expression of interest shall become final. The candidate with the highest score will be the one selected to undertake the tasks of the project. In the event of his/her obstacle, the next runner-up candidates are given the option to be selected, until the ranking order is exhausted.

16. It is pointed out that the RC/AUEB may, at any stage of this call for expression of interest, cancel the selection procedure with a reasoned decision, without each candidate maintaining any claim against the Financial and Administration Support Directorate of RC/AUEB.
17. RC/AUEB may, upon decision, extend the contract, provided that such an extension is in accordance with relevant Greek Law, according to the provisions of article 5 of L. 4957/2022, and international legislation.
18. This invitation for expression of interest is published on the websites of RC/AUEB, AUEB and EURAXESS as part of the project “DEVELOPING COMPASSIONATE WORKPLACES IN EUROPE FOR THE DIGITAL AND GREEN WORK ENVIRONMENT TO PROTECT EMPLOYEES’ MENTAL AND PHYSICAL HEALTH AND WELLBEING (EU-CoWork)” taking into account and being in accordance with the terms of the Grant Agreement No. 101137223 and the Commission Recommendation of the 11th of March, 2005 concerning the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (Commission Recommendation of 11 March 2005 on [The European Charter for Researchers: The Code of Conduct for 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, of the revised edition of 2017: [Revised edition of the European Code of Conduct for Research Integrity](#), and the Commission Recommendation C (2008) 1329 of 10.4.2008 on the [Management of Intellectual Property in Knowledge Transfer Activities and Code of Practice for Universities and other Public Research Organisations](#), 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) The required supporting documents taken into account to prove *the object and duration* of the experience are: Certificate from the social security institution from which the duration of insurance is derived (for candidates whose experience concerns the private sector), accompanied by a certificate from the employer for the subject of the experience or Certificate of the relevant State body (for candidates whose experience concerns the public sector). Since the provider's social security certificate does not indicate the specialized experience that may be required in the context of this invitation, it is required to present a relevant contract or services invoice covering indicatively the duration of the specialized experience.

In the event that the candidate's experience in research projects or programs is required, this experience is proven with the following supporting documents: a) Certificate of the Scientific Director of the project, which will state the research project participated in, the subject of the research and the time of participation of the candidate and b) Certificate from the Head of the Financial and Administrative Support Unit of RC/AUEB or the President of the Research and Management Committee stating the title and duration of the research project or program, the duration of the candidate's participation and the contractual relationship with which the candidate was associated with an Agency (fixed-term employment contract or project).

Experience that may be invoked by the candidate and that does not result from the required supporting documents, as defined above, is not taken into account.

- 5) Any other valid information that documents or analyses or complements the information mentioned in the CV or requested by the invitation. In particular, the experience in the use of the IT support system for projects/programs managed by RC/AUEB of Greek universities is certified by a relevant certificate from an employer and/or a relevant Responsible Declaration of the candidate.

Candidates are invited to submit their applications strictly Online, not later than, Thursday, 26/09/2024, at 23:59 (Local Time), to the following electronic address:
<https://proskliseis.rc.aueb.gr/nominations/2de81226-8551-4c33-8ae8-f0f3ff28e04f>

Proposals must be submitted in a compressed zip or rar file, which will include all the above REQUIRED DOCUMENTS: Annex A form, accompanied by a CV, copies of diplomas and any other certification of professional experience, mentioned in their CV for the purposes of this call for expressions of interest.

Only Candidates who have submitted their application on time, via the electronic platform, will be send an automated electronic message, indicating the protocol number of their candidacy.

Candidacies that have been submitted on line until the aforementioned closure date is reached, are considered timely. The submission of an application by the respective candidate implies the unconditional acceptance of the terms of this invitation.

The Athens University of Economics and Business (AUEB) is committed to ensuring equal opportunities and rights in work and education.

Contact details: Mrs Rhoe Parsalidou, phone number: **(+30) 210 8203839** (hours 11:00 - 14:00, Local Time), email: spars@rc.aueb.gr

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

The President of the Research Committee of RC AUEB

*

Professor Vassilis Vasdekis
Rector of AUEB

*The signature has been placed on the original document, which remains in the Organization's file

ANNEX A'

Name:

Surname:

Father's name.....

Mailing address:

Tel/mobile number:

e-mail:

TO RC/AUEB

APPLICATION – CODE No. 3674-PR2

Call for expression of interest for a fixed term work contract concerning the project “DEVELOPING COMPASSIONATE WORKPLACES IN EUROPE FOR THE DIGITAL AND GREEN WORK ENVIRONMENT TO PROTECT EMPLOYEES’ MENTAL AND PHYSICAL HEALTH AND WELLBEING (EU-CoWork)” (position code 3674-PR2)

In response to the call for expression of interest with **ref. no. 1807/40035-24**, I hereby declare that I accept the terms of the Invitation for expression of interest and submit my application, for the project **“DEVELOPING COMPASSIONATE WORKPLACES IN EUROPE FOR THE DIGITAL AND GREEN WORK ENVIRONMENT TO PROTECT EMPLOYEES’ MENTAL AND PHYSICAL HEALTH AND WELLBEING (EU-CoWork)”**, project code **11367401**.

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 1807/40035-24, including the posting results of the evaluation process to DIAYGEIA.

Date:/...../2024

[Signature]

ANNEX B'



SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities
(article 8, par. 4, L. 1599/1986)

To ⁽¹⁾ :	RESEARCH CENTER OF THE ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS (RC/AUEB)								
Name:				Surname:					
Father's Name and Surname:									
Mother's Name and Surname:									
Date of Birth ⁽²⁾ :									
Place of Birth:									
ID Number:				Tel:					
Place of Residence:			Street:			No:		ZIP:	
Fax:				(Email):					

In my personal responsibility and knowing the sanctions ⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law 1599/1986, I declare that:

I have fulfilled my military obligations or have been legally exempted from military service or I am a citizen of a Country where military service is not obligatory.

Date:/...../2024

Signer

(Signature)

(1) Filled in by the applicant of the Authority or Organization of the public sector that this application is sent to.

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.