



HELLENIC REPUBLIC  
MINISTRY OF DEVELOPMENT AND INVESTMENTS  
GENERAL SECRETARIAT FOR RESEARCH AND TECHNOLOGY  
**HELLENIC FOUNDATION FOR RESEARCH AND INNOVATION**



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(TO BE INTERNET POSTED)

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Athens, 25.06.2020

**CALL FOR THE EXPRESSION OF INTEREST TO FILL ONE (1) EMPLOYEE POSITION**  
**(Position Code 'ΣΟΧΛ2') FOR THE DEPARTMENT OF FINANCIAL SERVICES OF THE HELLENIC**  
**FOUNDATION FOR RESEARCH AND INNOVATION**

**The Director of the Hellenic Foundation for Research and Innovation (H.F.R.I.)**

**Having regard to:**

1. Law 4429/2016 on "Hellenic Foundation for Research and Innovation and other provisions" (199/A) as in force, and especially articles 10 (2-4) and 12 therein,
2. Decision no. 195245/15.11.2018 issued by the Alternate Ministers of Education, Research and Religious Affairs, Economy, and the Minister of Administrative Reform on "Internal Regulation of the Hellenic Foundation for Research and Innovation (H.F.R.I.)" (5252/B) and especially Articles 19 and 25 therein,
3. article 2(23) of Law 2621/1998 (136/A), as in force,
4. Chapter B of Law 4354/2015 "Management of non-performing loans, salary settlements and other urgent provisions for the implementation of the agreement on fiscal targets and structural reforms." (176/A), as in force,
5. Decision with Ref. No. 2/1015/DEP/5-1-2016 Circular of the State Treasury, Internet Uploading Number: ΨΑΕΦΗ-ΠΟ7, with the subject of providing directives for the implementation of Chapter B of Law 4354/2015,
6. Law 2431/1996 "Appointment or Placement of European Union citizens in Public Administration" (175/A),
7. Regulation (EU) No. 679/2016 of the European Parliament and the Council of 27 April 2016 for the protection of natural persons against the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation),
8. Law 4624/29.08.2019 "Authority for the Protection of Personal Data, implementing measures for Regulation (EU) 2016/67 of the European Parliament and the Council of April 27th 2016 for the protection of natural persons against the processing of personal data and the integration into national legislation of Directive (EU) 2016/680 of the European Parliament and the Council of April 27th 2016 and other provisions." (Is. A' 137),

9. Presidential Decree 50/2001 "Determination of qualifications for the appointment to public sector bodies (39/A), as in force,
10. Decision with Ref. No. 301/04.08.2017 issued by the Scientific Council of the H.F.R.I. (436/YODD) on "Appointment of Director of the Hellenic Foundation for Research and Innovation",
11. Decision with Ref. No. 12105/23.04.2019 issued by the 52nd Meeting of the H.F.R.I. Scientific Council, assigning duties to the Director of the Foundation,
12. Decision with Ref. No. 9946/21.2.2019, correct repetition of Decision with Ref. No. 8954/28.1.2019 issued by the 41st meeting of the Hellenic Foundation for Research and Innovation Scientific Council, by which it was decided to publish a call for the expression of interest for eight (8) temporary personnel positions under a fixed-term employment contract,
13. Decision with Ref. No. 15222/24.07.2019 issued by the 59th Scientific Council meeting of the Hellenic Foundation for Research and Innovation, on the distribution of new temporary personnel positions under fixed-term private law contract, by which the phased call of twelve (12) temporary staff positions under a fixed-term contract was decided,
14. Decision with Ref. No. 135278/27.12.2019 by the Minister of Development and Investments in regard to the "Hellenic Foundation for Research and Innovation (H.F.R.I.) Budget Approval, for fiscal year 2020" (Online Posting No.: Ψ6IY46MTAP-7ΓΞ),
15. the fact that regular salary for H.F.R.I. personnel burdens the budget of H.F.R.I.,

issues a Call to persons holding the formal and substantial qualifications, to express their interest for:

**one (1) employee position (temporary personnel) in the H.F.R.I. Department of Financial Services, responsible for all financial services of the Foundation. (Position Code: ΣΟΧΛ2), with the following terms and conditions:**

#### **I. Scope of duties**

The Self-contained department of Financial Services holds all Financial Management responsibilities of the Accounting Office, payroll and procurements as well as cashier office management. In specific, said Department:

- Prepares the annual budget, the annual financial statements (General Balance Sheet, Account of Usage Outcomes etc.).
- Carries out and monitors cashflow management.
- Carries out and surveys all H.F.R.I. financial, accounting and tax activities.
- Carries out employee payroll and payment of all compensation types to members of H.F.R.I. management bodies, executes all payments and manages H.F.R.I. available cash,
- Supervises H.F.R.I. annual financial result, controls and analyzes H.F.R.I. operating costs.
- Carries out the management and utilization of available cash resources in Banks, within the context of executing fixed or specific orders of the Director.
- Issues legal receipt documents and monitors the financial execution of H.F.R.I. contracts,
- The cashier's office attends to the control, clearance and ordering of costs.

#### **II. Required qualifications**

Candidates shall hold by minimum:

- A degree from a Higher Educational Institution (University – University of Applied Sciences), obtained in domestic or an equivalent degree obtained abroad and recognized by the Hellenic National Recognition and Information Center (Hellenic N.A.R.I.C.), in at least one of the following fields: Economics, Business Administration, Accounting, Finance, Statistics and Insurance Science.
- Documented insured professional experience of at least three (3) years after having obtained the degree, in accounting and tax monitoring of companies that keep third category books or in an accounting/cashier (or related service) Public Sector institution (article 14 Law 4270/2014).

- Command of the English language.
- Computer skills in the following subjects: (a) word processing, (b) spreadsheets and (c) internet services.
- Fulfilled military draft obligations or legally exempt of them (for male candidates).
- To not have been convicted of a felony or have received any penalty for theft, embezzlement (common or/and in service), fraud, blackmail, forgery, lawyer champerty and maintenance, bribery, oppression, office misappropriation, duties breach, repeated slanderous defamation, and also for any crime against sexual freedoms or crimes of exploiting sexuality for financial gain. To not have been indicted by final decision on felony or misdemeanor charges stated in preceding indent, even if the offence has been included in the statute of limitations. To not have been deprived of citizen rights by conviction. To not be under deprivative court guardianship (complete or partial), under subsidiary court guardianship (complete or partial) and under both of these statuses.

### III. Desired qualifications

- A post-graduate degree obtained in domestic, or abroad in a related field, equivalent and recognized by the Hellenic National Recognition and Information Center (Hellenic N.A.R.I.C).
- Documented insured professional experience of more than three (3) years after having obtained the degree, in accounting and tax monitoring of companies keeping third-class category books or in an accounting/cashier (or related service) Public Sector institution (article 14 Law 4270/2014).

**In all instances, work experience is documented:** 1) for the employees: by a) insurance body confirmation documents, and b) a Solemn Statement [Article 8(4) Law 1599/1986], with affirmed signature authenticity, stating the employer, the type and duration of particularized work experience being declared by submitted confirmation documents from the insuring body, 2) for the self-employed: by a) insurance body confirmation documents, b) employer or contract agreement confirmation documents, and c) a Solemn Statement [Article 8(4) Law 1599/1986], with affirmed signature authenticity, stating the employer, the type and duration of particularized work experience being declared by submitted confirmation documents from the insuring body and employer/contract agreements.

### IV. Other information

#### Headquarters

H.F.R.I. headquarters are located in Nea Smyrni (185 Syngrou Ave. & 2 Sardeon St.).

#### Type of employment agreement and duration

The position of H.F.R.I. employees is of full-time employment under a fixed term private law contract, with a duration of six (6) months with the option of renewal.

#### Remunerations

H.F.R.I. employee remunerations are established under Chapter B of Law 4354/2015 “Management of non-performing loans, salary settlements and other urgent provisions for the implementation of the agreement on fiscal targets and structural reforms.” (176/A), as in force, and burden the H.F.R.I. budget.

### V. Compulsory Documentation

1. A completed and signed application form (application form available at [http://www.elidek.gr/wp-content/uploads/2018/06/protypo\\_aitiseon.pdf](http://www.elidek.gr/wp-content/uploads/2018/06/protypo_aitiseon.pdf))
2. Curriculum Vitae, in brief.

3. Plain photocopies of all titles of studies attained **and**, in the case of titles obtained in foreign institutions, their formal translation in Greek **as well as**, certification of recognition by the Hellenic NARIC (DOATAP).
4. Plain photocopies of foreign language competency diplomas.
5. Certificate of Informatics or computer usage skills, obtained from an institution certified by the National Certification Organization of Qualifications and Vocational Orientation (EOPPEP), former Organization of Vocational Education and Training (O.E.E.K) or from O.E.E.K itself, for all three knowledge subjects (word processing, spreadsheets and internet services) or from a foreign institution (in this case the certificate is accompanied by an EOPPEP board decision, regarding correlation). The certificate is not required to document computer usage skills, when a higher education/ post-secondary/ secondary education degree in Informatics or computer skills is submitted, or a university (AEI) degree (graduate or post-graduate), whereby it can be determined from the detailed grading list/ certificate that the candidate has attended at least four (4) courses, compulsory or optional, on Informatics or computer skills. Each of the courses may have taken place in the context of obtaining a degree or a postgraduate degree or a PhD and are calculated cumulatively.
6. Above mentioned documents which support the insured work experience declared, are: insurance institution confirmation documents, employer confirmation documents or contract agreement (in case of self-employment) and a Solemn Declaration [Article 8(4) Law 1599/1986], listing the employer, the type and duration of specialized work experience being declared in submitted confirmation documents from the insuring body or employer or agreement (as per case).
7. A Solemn Declaration, where the interested party **explicitly confirms**: **a)** the accuracy of all information and documents submitted with their candidacy, **b)** the fulfillment of military obligations or their lawful exemption of them (for male applicants), and **c)** not to have been convicted of a felony or have received any penalty for theft, embezzlement (common or/and in service), fraud, blackmail, forgery, lawyer champerty and maintenance, bribery, oppression, office misappropriation, duties breach, repeated slanderous defamation, and also for any crime against sexual freedoms or crimes of exploiting sexuality for financial gain. Not to have been indicted by final decision on felony or misdemeanor charges stated in preceding indent, even if the offence has been included in the statute of limitations. Not to have been deprived of citizen rights by conviction. Not to have been under deprivative court guardianship (complete or partial), under subsidiary court guardianship (complete or partial) or/and under both of these statuses.

## **VI. Optional Documentation**

Reference letters, if available, and any other document the applicant is willing to submit for supporting the information mentioned in the CV, or their candidacy in general.

## **VII. Application submission**

Interested persons are asked to submit their signed application digitally, with above documents included as attachments in .pdf format, by e-mail exclusively, until July 17<sup>th</sup> 2020 by 23:59, stating the ref. Code to the position they are interested in, at the address: [recruitmentdp@elidek.gr](mailto:recruitmentdp@elidek.gr)

**The Application holds equal to a Solemn Declaration of Law 1599/1986 (75/A), whereas the inaccuracy of declared information entails provisioned penalties.**

## **VIII. Application Evaluation process**

1. Of candidacies submitted within deadline and abiding to the above, the one evaluated as the most suitable in terms of qualifications and pertinent grading is selected.
2. Candidacies considered within deadline are those submitted by e-mail, up to the date and time mentioned above.

**Candidacies, not including any of above-mentioned (items no.1-7) Necessary Supporting Documents and not recording above-mentioned content, are duly disqualified and not evaluated.**

**Candidacies not fulfilling required qualifications are rejected and not evaluated.**

**All candidates will be notified by e-mail of their application being received.**

3. **The Foundation Director, by his decision, shall appoint a three-member evaluation committee which shall evaluate candidacies, rank candidates according to qualifications and pertinent grading and submit a proposal to the Director, so as the related decision may be reached.**
4. Candidates who meet the required qualifications will be invited for a personal interview on a date, time and place to be notified. Candidates will also be examined in writing during the personal interview, answering a questionnaire related to the object of the assignments they will be called upon to undertake.
5. Application evaluation and criterion grading for candidates is carried out as follows:

#### *5.1 Technical Grading - Position Code 'ΣΟΧΛ2'*

- A post-graduate degree obtained in domestic, or abroad in a related field, equivalent and recognized by the Hellenic National Recognition and Information Center (Hellenic N.A.R.I.C): 20 units.
- Documented insured professional experience of more than three (3) years after having obtained the degree, in accounting and tax monitoring of companies keeping third-class category books or in an accounting/cashier (or related service) Public Sector institution (article 14 Law 4270/2014) 10 units/six (6) months (60 unit maximum).
- Command of the English Language: Good (B2)/10 units, Very good (C1)/15 units, Excellent (C2)/20 units.

#### *5.2 Written examination and oral interview grading*

A. Written examination: 1 - 100 units. **(minimum grade limit: 50 units)**

B. Oral examination: 1 - 100 units.

#### *5.3 Total Grading (TG)*

0,30 x Technical Grading + 0,50 x Written Examination Grading + 0,20 x Oral Examination Grading

- 5.4 The interested party to be selected, will be notified of the initial acceptance of their candidacy and be asked to substantiate qualifications and work experience, by submitting the original supporting documents (or their validated copies) for the completion of his/her coming to employment process, along with:

- A police identification card photocopy, of both sides,
- A recent [issued up to three (3) months prior] Certificate from the Public Prosecutor Office of their place of residence stating that he/she is not prosecuted as a fugitive and/or absconder,
- A Criminal Record Excerpt from their place of birth district,

- A Type A' Military Certificate (for Greek male persons); and for persons not holding Greek residency, a respective certificate of European Union member states or a certificate affirming they do not hold obligation to be enlisted or have been lawfully exempt.
- 6. Solemn Declarations may be issued electronically, through electronic solemn declaration digital services, in the Unified Digital Portal of Public Administration (gov.gr)
- 7. In case where submitted documents do not concur with supporting documents and other information already submitted, the candidacy is rejected.
- 8. The candidacy scoring less than a fifty (50) grading units in the written examination shall be rejected.
- 9. The candidate who does not attend the written examination or/and the oral interview is excluded from the process.
- 10. Result announcement will be posted on H.F.R.I. and "DIAVGEIA" sites.
- 11. H.F.R.I. warrants that personal data submitted will not be used otherwise, nor appropriated to third parties.
- 12. Justified objections to the results on the part of candidates, are submitted in-person within the exclusive deadline of five (5) working days, of day-next from the date when results were posted to the H.F.R.I. site. Candidates have the right to access candidacy personal file data, as well as the evaluation and scoring sheets of other candidates, following their written application.

**The Director of the Hellenic Foundation for Research and Innovation**

**Dr. Nektarios Nasikas**