



Athens, 04.11.2022

INVITATION OF INTEREST

« Action GS2CC-0131674 Management»

The Energy Competence Center ("ECC") has been created through the co-funded Action GS2CC-0131674 of the General Secretariat for Research and Innovation ("GSRI"), as a spinoff company aiming at capitalization of relevant research results and know-how produced by universities or other knowledge-producing public organizations in Greece or abroad. It is a Private Capital company, composed by public and private sector partners. In this context, the Energy Competence Center is aiming to bridge the gap between demand and supply of specialised innovation services and technology transfer in the Energy and Environment sector. More information can be found on the corporate website www.hecc.gr.

As part of its activities, **ECC is looking to assign the "Action GS2CC-0131674 Management" to one (1) person** in accordance with the general conditions stated below and in accordance with the specific conditions included in the written contract for work between ECC and the successful candidate.

Start – End of Project

This project will be starting in November 2022 and will be completed no earlier than the end of August 2023 and no later than December 2023.

Contractual Agreement

Contract for Work

Administrative Relations

The Action GS2CC-0131674 Manager will be reporting directly to the ECC General Manager and through him to the Project Coordinator.

Work Scope

1. Support in updating the GSRI on progress of the Action, through drafting and submission of request for allocation, modification, pre-approval, Expense Declaration Reports and KPI Achievement Declaration Reports, as well as support in formulation clarifying enquiries.
2. Support in management of the Action, mainly regarding obligations towards the GSRI, in particular with regard to observance of European and national rules, pre-approval of the progress stages of sub-projects within the Action, amendment of the Action and compliance with the publicity rules of the Action.



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3. Continuous monitoring and recording of progress made in the physical and financial objectives of the Action, particularly regarding notification of GSRI, along with support in maintaining a detailed physical and electronic file, and general supervision of completion of planned activities.
4. Auditing of compliance with the approved Action implementation schedule and introduction of proposals to improve procedures or to extend projected timeframe.
5. Compilation and implementation of the revision procedure of the Project / Sub-project technical data sheet in the Action Management System format (Integrated Information System).
6. Processing and drafting of the mandatory Expenses Declaration Reports, the KPI Achievement Reports as well as Requests in the Action Management System format (Integrated Information System).
7. Support in assembling and drafting of the Action Completion Report, in order for the GSRI to finalise the co-funded work and expenditure and to confirm compliance with the obligations undertaken by the ECC through the Action Incorporation Decision.

Required qualifications

1. Bachelor's Degree in Engineering or similar or the equivalent, from a national or international institution. (DIKATSA / DOATAP where required).
2. PhD or/and Master's Degree in a relevant field or similar or the equivalent from a national or international institution. (DIKATSA / DOATAP where required).
3. General professional experience of at least ten (10) years.
4. Special experience of at least three (3) years in matters of managing co-financed projects of GSRI in the area of innovative entrepreneurship.
5. (Applicable to male candidates) Completed military service or legal exemption from any military service duties in valid until the completion of the contract.

Desired qualifications

1. Experience in Strategic Planning.
2. Knowledge of the English language, based on the ASEP criteria.
3. Excellent PC / computing skills.
4. Knowledge of the Innovative Ecosystem in Greece

Candidates' applications, as well as their supporting documentation, must be submitted **exclusively in electronic form in the email address careers@hecc.gr until 13.11.2022 23:59 UTC+02:00.**

Documentation

1. Brief CV
2. Copy of formal ID





3. Copies of degrees and, in case of international degrees, recognition of equivalence by DIKATSA / DOATAP.
4. Copies of Language level certificates.
5. (Applicable to male candidates) Copy of military status certificate.
6. Evidence of required professional experience.

It is not required to certify the authenticity of copies. The ECC reserves the right to check the authenticity of supporting documentation with their issuing bodies as well as to seek information about candidates from their previous and current employers / work partners.

Interview process

The ECC will conduct an interview with the best suited candidates, who have at least the required qualifications, in order to evaluate skills which are important to the project, such as the understanding of the subject, broader perception-judgement, communication and cooperation skills, capability to take initiatives – autonomy and related skills.

Information

Only via written requests to the email address careers@hecc.gr, with the necessary title "Enquiry – Action GS2CC-0131674 Management".



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