



P.N. 0580-P/167832  
10 February 2025

## One (1) Project Coordinator and Gender Equality Specialist

[Ref # ORZ-0723]

The Foundation of Research and Technology under the European Program HORIZON-WIDERA-2024-ERA-01 (Enhancing the European R&I system) project “*INCLUDE -Fostering INCLUSIVE biomedicine GEPs in research and higher education institutions*” invites applications for one (1) motivated **Project Coordinator and Gender Equality Specialist** to collaborate with the [IMBB-Gender Equality Group \(IGEG\)](#) to promote and implement innovative and inclusive measures in BioMedical Institutes.

### About the project:

The BioMedical Research and Innovation (R&I) sector is characterised by specific challenges, emphasising the need for intersectional gender equality interventions with the potential to benefit health and wellbeing in society. The INCLUDE project drives institutional change towards gender equality and inclusiveness by co-designing, implementing, and evaluating innovative measures to advance Gender Equality Plans (GEPs) within seven public BioMedical Research Performing Organisations (RPOs) and one private Research and Technology Organization (RTO) using intersectional and intersectoral approaches. A geographically inclusive consortium covers 2 EU Member States and 6 Widening countries, in Northern, Eastern, Southern, and Western Europe, with more and less advanced policy frameworks. INCLUDE conducts a comprehensive analysis of GEPs and data collection practices already in place, identifying areas for improvement and potential challenges. The analysis, alongside a mapping of good practices and tools, and the identification of the competencies and learning needs of implementing partners, will inform the co-design of inclusive GEP pilot actions to improve intersectional gender equality.

INCLUDE places emphasis on the long-term sustainability of an intersectional approach to GEPs through the elaboration of detailed sustainability plans and the strengthening of partnerships with the local innovation ecosystems, while promoting and multiplying networking efforts through the INCLUDE toolkit, CoP and Manifesto.

### Job Description:

This role offers an opportunity to drive meaningful change in institutional practices across Europe, fostering inclusivity and equality focusing on BioMedical Institutes. The successful candidate will collaborate with the [IMBB-Gender Equality Group \(IGEG\)](#) to promote and implement innovative and inclusive measures in BioMedical Institutes. He/She will be involved in the assessment and appraising of existing gender and intersectional challenges/inequalities, the development and execution of inclusive pilot initiatives and contribute to the networking and multiplying effect of the knowledge created and shared within the project activities.

### Key responsibilities:

- Ensure efficient project management, regular reporting, and adherence to compliance requirements
- Facilitate the coordination and communication among project partners
- Co-develop inclusive pilot initiatives and GEP measures
- Design and deliver tailored training programs and collaborative learning initiatives

### Required qualifications:

- BSc in Social or Life Sciences
- Excellent oral and written skills in English language (C2 Certificate)



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**Desired qualifications:**

- MSc/PhD Degree in Social or Life Sciences
- Soft skills training
- Previous experience with equality and inclusivity actions

	<b>Evaluation criteria</b>	<b>Maximum score</b>
1.	B.Sc. degree in Social or Life Sciences (degree score x 2 points)	20
2.	Excellent oral and written skills in English language (C1 and below = 5 points, C2 Certificate = 10 points)	10
3.	MSc/ PhD Degree in Social or Life Sciences (MSc degree = 10 points, PhD degree = 20 points)	20
4.	Soft skills training (proof of participation) (10 points)	10
5.	Previous experience with equality and inclusivity actions (proof of participation, recommendation letter, certification etc.) (10 points)	10
6.	Interview on candidates who score <b>40 points or higher</b> . The following will be evaluated during interview: a) Experience and knowledge concerning equality and inclusivity matters (10 points) b) Communicational and organizational skills (10 points) c) Spirit of cooperation, self-motivation and critical thinking (10 points)	30
<b>Total score</b>		<b>100</b>

**Contract Duration:** 12 months with the possibility of extension according to the project needs

**Total budget:** depending on experience and qualifications

**Envisaged starting date:** 01/04/2025

**Application submission:** Interested applicants should submit their application electronically by **February 20, 2025 @ 13:00 (Greece time)**

**The application should consist of:**

1. Application Form (see below)
2. CV
3. Brief statement of purpose
4. The names and contact details of two referees
5. Scanned copies of academic titles
6. Scanned copies proving all the qualifications

**Submission of applications:** [orz0723@imbb.forth.gr](mailto:orz0723@imbb.forth.gr)

**Evaluation procedure**

Applications will be evaluated by a three-member evaluation committee. In case of interview procedure, applicants will be invited to participate in person or teleconference.

In case of titles and qualifications awarded by foreign Higher Education Institutions, the provisions of the Law 55/2023 (article 36) and 4957/2022 (article 304) are implemented.

The results of the selection will be announced on the website of IMBB-FORTH. Applicants have the right to appeal the selection decision, by addressing their written objection to the IMBB secretariat within five days since the results announcement on the web. Objections are submitted in one of the following ways: in person, by an authorized person, by post, by courier. They also have the right to access (a) the files of the applicants as well as (b) the table of applicants' scores (ranking of applicants results). All the above information related to the selection procedure will be available at the secretariat of IMBB-FORTH in line with the Hellenic Data Protection Authority. Access to personal data of co-applicants shall be limited to personal data (and relevant data) and supporting documents which have been the basis of the evaluation of the applicants for the specific post(s). Prior to the announcement of the personal data and/or documents of the co-applicants to the applicant, FORTH will inform the data subjects in an appropriate way.

The selected applicants will be notified personally regarding the success of his/her application and will be requested to submit certified copies of his/her degrees. If the submitted documents do not agree with the original application, the applicant will be dismissed.

**GDPR Disclaimer**

FORTH is compliant with all legal procedures for the processing of personal data as defined by the Regulation EU/2016/679 on the protection of natural persons with regard to the processing of personal data. FORTH processes the personal data and relevant supporting documents that applicants have submitted. Processing of that data is carried out exclusively for the needs and purposes of this specific call. Such data shall not be transmitted to or communicated to any third party unless required by law.

FORTH retains the above data up to the announcement of the final results of the call, unless further process and reservation is required by law or for purposes of exercise, enforcement, prosecution of certain one's legitimate legal rights' as defined in the Regulation EU/2016/679 and/or in national law. Under the Regulation EU/2016/679, applicants have the rights to be informed about their personal data, access to, rectification and erasure, restrictions of process and objection to as provided by applicable regulation and national laws. Applicants have the right to file a complaint to the national Data Protection Authority. For any further information regarding exercise of personal data protection rights, applicants may contact the Data Protection Officer at FORTH at [dpo@admin.forth.gr](mailto:dpo@admin.forth.gr).

Applicants have the right to withdraw their application and consent for the processing of personal data at any time. In this case, FORTH shall destroy such documents and/or supporting documents submitted and shall delete the related personal data.

**APPLICATION FORM**

Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Date of birth (dd/mm/yy): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

TO  
**FOUNDATION OF RESEARCH AND TECHNOLOGY (FORTH)**  
**INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY**

Hereby I submit my application for the position:

In the framework of the project: \_\_\_\_\_

Position code [Ref #] \_\_\_\_\_

Submitted with this application:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I certify that:

- A) I accept the terms and conditions of the job announcement
- B) I possess all the necessary certificates and documents and I can present them in their original form to the committee without any delay if I am asked to do so
- C) I am able to complete the project within the foreseen time -frame
- D) all the information given in the framework of this application are accurate and true.

Date: \_\_\_\_\_

Applicant name

\_\_\_\_\_  
(signature)