



**UNIVERSITY OF
WESTERN MACEDONIA
RESEARCH COMMITTEE**

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DECISO 
DEvelopers of Circular SOLUTIONs

Kozani, 13/01/2022

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CALL FOR EXPRESSION OF INTEREST

The Research Committee of the University of Western Macedonia, in the framework of the project «DEvelopers of Circular SOLUTIONs», funded by the European Commission under European Union's Horizon research and innovation program HORIZON-CL6-2022, (internal RC code 80880) and coordinated by the Assistant Professor Krestou Athina at the Department of Mechanical Engineering,

invites

natural persons to apply for one (1) job position through the award of a work contract. The contract may be extended in case of an extension of the project, until its new end date and within the approved limits of its budget, in accordance with the provisions of Law 4957/2022 (F.E.K. Issue A' 141/21.07. 2022).

1. Job Description

Investment is the seed for growing a circular economy. The project 'DEvelopers of Circular SOLUTIONs' (DECISO) will support European cities and regions to develop financing schemes for circular economy initiatives. DECISO partners will set up four pilot projects in Hamburg (DE), Alentejo (PT), Northwest Germany (DE) and West Macedonia (EL). The pilots will cover different sectors – waste, water, energy and agrifood. Integrating input from stakeholders along the value chain will allow developing robust business plans. This, in return, shall foster the interest of investors and support by the local community.

DECISO uses an ecosystem approach: it will explore how circular economy business plans can be tailored to different geographical, economic, natural, and social environments. Based on this, DECISO will establish guidelines for financing schemes which other European cities and regions can use for their circular economy initiatives.

DECISO is funded under the Horizon Europe program which promotes research and innovation across the EU. Together with other Horizon Europe projects, DECISO will accelerate the green transition across Europe.

The natural person will participate in tasks included in work packages mentioned below:

WP1. Study and mutual learning

T1.1: Market state of the art,

T1.2: Practices and opportunities at national and European levels,

T1.3: Mutual learning from good practices,



and will be responsible for Deliverable D1.2 – Guide to good practices and opportunities at the European and National level

WP2. Systemic engagement of local communities’ and political commitment

T2.1 : Prepare, form and nurse the four Circular Economy Ecosystems in the pilots,
T2.2: Establishing local working groups with stakeholders

WP3. Build the Business Plan in each pilot

3.3: Specification of the financing schemes,
T3.4: Analysis of potential risks,
T3.5 : Legal aspects,
T3.6 - Overall pilot sustainability analysis

and will be responsible for Deliverable D3.3 – Potential risks and legal aspects of Programmes and PDAs

WP6. Project management

T6.2: Technical Management,
T6.3: Project Administration (Reports of the First and Second reporting period

2. Duration

The estimated duration is defined from the signing of the contract with the completion of the selection process until the end of the project on 31.10.2025. In the event of an extension of the project, the contract may also be extended.

3. Place of Employment

The premises of the University of Western Macedonia in the city of Kozani (ZEP) are defined as the place of employment. Due to the increased requirements of the project, a daily presence at the University campus (ZEP Kozani) is required.

4. Amount of remuneration

The total anticipated remuneration for the job is 50.000,00 euro (taxes included)

5. Required Qualifications

1. University Degree or equivalent
2. Knowledge of the English language (C2 level)
3. Experience in national and/or European and/or co-financed research projects

6. Additional Qualifications

1. Experience in the implementation of projects involving good practices of sharing experiences
2. Experience in: technical support, program and/or project expertise & consultation

7. Qualifications Assessment

A/A	Qualification	Credits	Maximum credits
Required Qualification			
1	University Degree or equivalent	Yes / No	Yes / No
2	Knowledge of the English language (C2 level)	Yes /No	Yes/No
3	Experience in national and/or European and/or co-	Yes /No	Yes/No



	financed research projects		
Additional Qualifications			
1	Experience in the implementation of projects involving good practices of sharing experiences (per month) - 60 max	* 7 (per month)	420
2	Experience in: technical support, program and/or project expertise & consultation	10 (per program)	50
3	<p>Interview</p> <p>Structured interview with the following question sections:</p> <p>i. the candidate's perception of his/her role in relation to the subject and requirements of the job (maximum score 15)</p> <p>ii. the ability to communicate and cooperate, take responsibility, manage crises and be efficient (maximum score 10)</p> <p>iii. the understanding of the organizational needs of project implementation (maximum score 5)</p>	1-30	30
Total Credits			500

All the above qualifications should be in relevance with the project requirements and objectives.

8. Proposal Submission Process

The submission of the proposal and the other supporting documents of the interested candidates is carried out **exclusively electronically**, and specifically by sending an email to: rc-proskliseis@uowm.gr by **23.01.2023** and time **14.00** and they will receive a protocol number from the Secretariat of ELKE PDM.

Each candidate states in the email as the subject: "Submission of proposal for call for expression of interest (Invitation number)/2022".

Three files in (pdf) format are sent as attachments to the e-mail message:

o the proposal (attached as a separate file to the RC UOWM website <http://rc.uowm.gr/>) filled, which must be digitally signed either through the gov.gr application "Digital Document Certification" (available at <https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/psephiaka-eggrapha-gov-gr/psephiake-bebaiose-eggraphou>) or through an approved electronic signature of the candidate

o self - declaration of article 8 of Law 1599/1986 in which it is declared that the candidate meets the conditions for participation in this invitation and the files he/she provides are copies of the originals in his/her possession, while the content of these is true and accurate. The self- declaration must either be signed with an approved electronic signature of the candidate, or issued through the gov.gr service (<https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/psephiaka-eggrapha-gov-gr/ekdose-upeuthunes-deloses>)

o a **single** file which includes a detailed CV of the candidate, copies of diplomas, supporting documents, certificates, letters of recommendation and anything else deemed appropriate during the evaluation of the candidates to prove their qualifications in accordance with the required criteria - qualifications in this call.



The email is sent exclusively from the email of the candidate that has been declared as a contact information both in the proposal and in the responsible declaration sent.

9. Required Documents

1. Submission of Proposal - Statement (attached as a separate file to the RC UOWM website <http://rc.uowm.gr/> , see appendix)
2. Proof of experience, if required (attached as a separate file to the RC UOWM website <http://rc.uowm.gr/> , see appendix)
3. Detailed Curriculum Vitae
4. Copies of the Degrees
5. Copies of certificates, as well as any other document that will certify the information mentioned in the CV and which are related to the Required or Additional qualifications-criteria of this call for expression of interest.
6. Self- declaration of article 8 of Law 1599/1986 in which it is declared that the candidate meets the conditions for participation in this call and the files he/she sends are copies of the originals in his/her possession, while the content of these are true and accurate.

10. Detailed information on the supporting documents proving experience:

For public and private sector employees

- Certificate from the relevant insurance institution, from which the duration of the insurance can be obtained and/or
- Legal supporting documents from which the subject of the employment and the type of experience or the status of the employee can be obtained (employment contract and/or recruitment, and/or employer's certificate with the description of the duties. In the case of an objective inability to present the Employer's certificate alone, a self- declaration (article 8 of Law 1599/1986) of the Candidate will be accepted, in which his/her duties will be described. The aforementioned inability to present the Employer's Certificate will be described by the Candidate in the Self- Declaration that he /she will submit. The above documents will state exactly the duration and type of experience requested by the call as well as the details of the employer, e.g. natural person or business name if it is a legal entity or other certification etc.

Employees of the public sector can, alternatively, instead of the certificate of the insurance institution, present a certificate of the relevant public sector institution, from which the duration and the subject of the experience can be deduced. **For other freelancers**

- Certificate from the relevant insurance institution, stating the duration of the insurance and/or
- Legal supporting documents (contracts and/or invoices for the provision of services and/or start of activity and/or employer's certificate or other certificate, from which the duration of insurance for the type of experience requested by the call can be obtained.

It is clarified that the evidence of the qualifications of the interested parties should be legible copies of the original documents, in accordance with the provision of article 1 of Law 4250/14 and that the RC may carry out a sample check of them in accordance with paragraph 2b of article 1 of Law 4250/14.

As experience taken into account, it is presumed the employment acquired under an employment contract or under a project lease contract in the public or private sector in tasks or projects, identical or related to those mentioned in this call, as they are mentioned in this call, **after obtaining of the basic degree** with which he participates in the competitive process and under the conditions detailed below.

In case the candidate's experience in research projects or programs is required, this experience is proven with the following supporting documents:

- o Certificate of the Scientific Responsible of the project, which will state the research project participated in, the subject of the research and the time of the candidate's participation **and**
- o Certificate from the Head of the Financial and Administrative Support Unit of ELKE or the President of the Research Committee stating the title and duration of the research project or program, the time of the



candidate's participation and the contractual relationship the candidate had with the Institution (fixed-term or project work contract).

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

11. Evaluation Procedure

- Submitted proposals will be evaluated by a three-member Evaluation Committee based on the requirements/provisions of the call.
- The Evaluation Committee receives the proposals that will have been submitted in the context of this invitation from the Procurement and Tenders Department of ELKE and proceeds with their evaluation.
- The Committee rejects the late submission proposals, as well as the proposals of candidates who do not meet one or more formal qualifications necessary for their participation in this call.
- The Committee evaluates the candidates based on their CVs, undergraduate and postgraduate degrees, grades, knowledge of foreign languages, experience, additional qualifications and other relevant activities, according to the table above and then calls the candidates to an interview (if provided for).
- In the event that the evaluation process provides for an interview and the candidate does not attend the interview, he is rejected and cannot be further evaluated by the Evaluation Committee. Candidates will be notified of the date and time of the interview by sending an e-mail to them, to the e-mail they have indicated as contact details in the proposal they will submit (for this reason, all candidates to state their contact details correctly and legibly). The date and time of the interview is determined by the members of the Evaluation Committee, it is mandatory for the candidates and cannot be changed. It is noted that the interview process can also be done by electronic means.
- The responsibility for conducting the interviews rests with the three-member Evaluation Committee appointed by decision of the Research Committee. In the case of a single candidate, an interview is not required.
- The time and place/venue of the interviews will be announced to those interested who meet the necessary formal qualifications through the website of the Research Committee (<http://rc.uowm.gr/>)
- Based on the evaluation of the candidates, the Evaluation Committee prepares the evaluation proposal and submits it for approval by the UOWM Research Committee.
- ELKE UOWM draws up and publishes in Diavgeia and the website of the Research Committee <https://rc.uowm.gr/>, the following tables:
 - o Provisional Ranking Table of successful candidates
 - o Final Ranking Table of successful candidates
- The Candidate who wishes to submit an objection regarding the result (decision of acceptance of results) is entitled by sending an e-mail to the email address rc-proskliseis@uowm.gr within 5 working days from the day following the date of posting of the decision of acceptance of results in Diavgeia and on the website of ELKE PDM. The candidate has the obligation to be informed about the posting of the results from the website of the Research Committee rc.uowm.gr as well as from Diavgeia (Organization: University of Western Macedonia, Org. Unit: Special Account for Research Funds, Type: Tables of Winners, Appointees & Runners-up).

12. Processing of Personal Data

The Special Account for Research Funds of the University of Western Macedonia will process, as a data controller, the personal data included in the above documents supporting the participation of interested parties in this call and those provided directly by the interested party in the context of any personal interview, with the purpose of examining the submitted proposal by the competent evaluation committee, ranking the results in a relevant table and posting the ranking table on the Internet for reasons of transparency and accountability (DIAYGEIA Program and ELKE website), evaluating any objection by the competent Committee Research and the conclusion of a contract with the appropriate interested party, in accordance with the terms herein. The legal basis for the processing is paragraph 1 point b of article 6 of Regulation (EU) 2016/679 (taking measures before entering into a contract and, in case of conclusion, performance of the contract) and paragraph 1 point e of the same article and Article 5 of Law 4624/2019



(fulfilment of a duty performed in the public interest or in the exercise of public authority) and, for posting the results on the Internet, the legal basis is paragraph 1 point c of Article 6 of the Regulation (EU) 2016/679 (compliance with legal obligation). The personal data will be transmitted to the relevant funding body (e.g. NSRF, European Union, etc.), to the authorities or services responsible for the management and control of the process and may be transmitted to co-applicants having a superior legal interest in this regard, upon their written request. Without prejudice to more specific provisions or legal claims, the data of rejected candidates will be stored for a period of up to six months from the end of the contracting process. The interested parties have the right to access their data, to correct inaccurate or complete incomplete data, to delete the data if they are no longer necessary in relation to the purposes for which they were collected or otherwise processed or if they object to the processing if there are no compelling reasons and legitimate grounds for processing, and restriction of processing. For any issue related to the processing of personal data, anyone interested can contact the Data Protection Officer, Mr. Dionysios Kalogeras, by contacting the email address dpo@uowm.gr . In the event that the interested party considers that the protection of his / her personal data is affected in any way, he/she can appeal to the Personal Data Protection Authority (www.dpa.gr).

13. Right of Access to Documents

During the objection period according to the above, the candidates have the right to access the supporting documents of other candidates, upon their written request and only if their request is absolutely necessary for the legal interest (unsuccessful candidates or candidates which they consider to have been injusticed).

14. Other Conditions

1. From all the proposals submitted according to the above specifications, the one that best meets the project's requirements will be selected and awarded a work contract on the basis of contractual freedom.
2. Only proposals / objections that will be received by the set date and time will be considered. ELKE UOWM bears no responsibility for the content of the candidacy files that will be sent.
3. Changes to the proposals (replacements, corrections or submission of additional documents) are not allowed after the expiration of the deadline. During the process of evaluating the proposals, the Evaluation Committee, respecting the principles of equal treatment and transparency, may ask the candidates to submit, complete or clarify the information of their proposals.
4. Any diplomas of higher education (undergraduate, postgraduate and doctoral) which are included in the Required or Additional Qualification and have been awarded by institutions abroad, must be accompanied by certificates of recognition by the Hellenic National Academic Recognition and Information Center (Hellenic NARIC). In addition, when the call for expression of interest stipulates a grading/points scale of the degree, it is required to submit a certificate of the equivalent degree grade issued by NARIC. In the case that, all certificates for the recognition of a degree are provided but the certificate of the equivalent degree grade by NARIC is not submitted, the candidate's proposal will be accepted but no points for the degree will be awarded.
5. It is pointed out that the procedure for submitting proposals for the conclusion of a project lease contract is not competitive, while the selection of a contractor has the character of accepting the proposal and not "recruitment". The evaluation process will be completed by compiling a ranking list, (No ranking list is required when only one proposal has been submitted or when only one proposal has been graded) while those selected will be notified individually. In case of a tie, the proposal of the interested person is selected in order a) with the longest experience, b) with the highest bachelor's degree mark. c) with the highest postgraduate degree mark.
6. Any submitted proposal that does not meet the Required criteria of the call of the expression of interest will not be examined any further and will be automatically rejected.
7. Throughout the duration of the project, it is possible that the selected candidate(s) may be replaced, if necessary, by other candidate(s) of the present call and in accordance with the ranking list.
8. ELKE UOWM does not undertake any commitment to conclude a contract, as it is left to its full discretion to conclude or not contracts, as well as their number, excluding any claim of the interested parties.
9. The project assignment will take place in accordance with the provisions of the Program Implementation Guide.
10. For candidates, language knowledge shall be certified according to Article 1 of Presidential Decree 146/2007 " Amendment of provisions of Presidential Decree 50/2001 Defining qualifications for the



appointments of posts in the public sector" (Government 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" (Government Gazette 115/9.6.2006/Issue A'). For foreign candidates, there shall be equivalent language skills verification.

11. For candidates, computer skills shall be certified according to the Article 27 par.6 of Presidential Decree 50/2001 "Defining qualifications for the appointments of posts in the public sector" (Government Gazette 39/5.3.2001/Issue A', 24/30.01.2013 /Issue A' and 63/9.3.2005/Issue A').

12. It should be noted that the project assignment to candidates employed in the Public Sector, in Public and Private Bodies, etc. is subject to the provisions of paragraph 14 of Article 12 of YAKED 110427/EYTHY1020/01.11.2016

13. Foreign documents must be accompanied by photocopies of their official translation into the Greek language.

The President of the Research Committee

Stergios Maropoulos



SUBMISSION OF PROPOSAL - STATEMENT*
(with consequences of law on false/inaccurate statement)

Last Name :	
First Name:	
Contact Address:	
Mobile phone :	
e-mail:	

Please note in this proposal - statement and outside of the postal file the following (To be completed by the candidate):

1. The protocol number of this call
2. The code(s) of the project object(s) you wish to participate (position 1 or position 2 or....)

I affirm
that the information given in this proposal - statement is precise and true
that I was informed about the collection and processing of my personal data by
Special Account for Research Funds of the University of Western Macedonia

SIGNATURE

Date : __/__/____

Find attached : 1. 2.

*Incomplete filling of the proposal – statement constitutes a criterion for exclusion



ANALYTICAL LIST OF EXPERIENCE

No	From	To	(a)	(b)	Employer	Employer category ⁽¹⁾	Employment subject
			Months of employment	Days of employment			

Total

..... ..
.. ..

Total months of experience ⁽²⁾

(1) Complete as appropriate with 'PR' or 'PU' depending on the category of the Employment Office, where PR: Private sector, individuals or private legal entities (corporations, etc.) • PU: Public sector, government agencies or public entities or local authorities of first and second degree or private entities in the public sector of par. 1 of Art. 14 of Law. 2190/1994 as in force or bodies of par. 3 of Art. 1 of Law. 2527/1997. In the case of self-employed, complete with the indication "SE".

(2) Complete the GENERAL TOTAL MONTHS OF EXPERIENCE. When, in Column (b) shows experience, the total days of employment divided by 25 (if the experience has been calculated as the number of wages) or by 30 (if the experience has been calculated as the period from the start day until the expiration date of employment) and the resulting integer is added to the total months of employment of the column (a).

