

Call for Expressions of Interest

Senior Project Manager, BSRC Fleming



The Biomedical Sciences Research Center 'Alexander Fleming' (www.fleming.gr) is seeking a senior **project manager** with proven experience in the **administrative management of national and/or European research and infrastructure grants**.

Candidates must have a **BSc or MSc in Science, Business administration, Economics or related fields**, strong written and oral communication skills, high organization, management and coordination abilities, as well as excellent command of the Greek and English language. A minimum of 3 years of experience in relevant positions is required. **Excellent knowledge of the current legal framework underlying management and implementation**

of NSRF 2014-2020 (ΕΣΠΑ) and/or Horizon2020 projects is required.

The successful candidate will work in close contact with BSRC Fleming's Grants office, Financial Services, and Procurement Office, as well as with the Coordinators of research and infrastructure grants. His/her duties will include: administrative management and support of research and infrastructure grants, preparation of project reports, preparation and administrative support of procurement and personnel recruitment calls, preparation of technical annex amendments, communication with project coordinators, project partners, and funding agencies.

Expressions of interest should be sent electronically to positions@fleming.gr. Candidates should email a cover letter outlining their interests and areas of expertise (maximum 1 page long), together with a curriculum vita (indicate **position code: 202004_Eoi_Manager**). For more information, candidates may call 210 8979628.

Deadline for expression of interest: 30 April 2020

BSRC Fleming is a top-ranked Greek non-profit research organisation focusing on scientific and technological excellence, training and innovation in biomedical sciences. The Center was established in 1998, and operates under the supervision of the General Secretariat for Research and Technology (GSRT) of the Hellenic Ministry of Education. Competitive funding each year amounts to 75-85% of the total budget of the Center, an achievement that underlies Fleming's strategic prioritization of research and innovation.

The Center has gained international recognition for its pioneering research towards understanding the molecular and cellular basis of human diseases such as autoimmune diseases, cancer, neurodegenerative disorders, osteoporosis, pulmonary fibrosis and others, and the development of new approaches for their diagnosis and treatment. Fleming's strength and international visibility lies on its focus and success in developing and characterizing animal models that mimic human disease and the Center has consequently invested heavily on related infrastructures.