



**SUBMISSION OF PROPOSAL  
for contract work**

**INVITATION FOR EXPRESSION OF INTEREST  
(ref.no ...../.....)**

Please attach  
your  
photograph  
here

*Before completing the application form, please study the invitation for expression of interest*

1. Surname / Family Name : .....  
First / Given Name(s) : .....  
Father's Name : .....
2. Correspondence Address  
Street name and number : .....  
Town / City : .....  
Postcode : .....  
Home phone number : .....  
Work phone number : .....  
Fax number : .....  
E-mail address: .....  
Name and phone number of person to be contacted in my absence: .....
3. Date of Birth : .....
4. Nationality : .....
5. Military Service (for male candidates):  
Exemption   
Completed.....  from : ... / ..... / .....  
to : ..... / ..... / .....
6. Marital status  
Single   
Married

**7. PROJECT SCOPE – submission of proposal refers to the implementation of this project**

*(Please complete the reference number of project, as stated in the call of interest)*

<b>Reference Number of Project</b>	<input type="text"/>
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**\* You can only express interest for one project.**

**8. Undergraduate and Postgraduate Studies**

*(Please attach certified copies of degrees)*

Institution (name, city, country)	Duration of studies		Title of degree / Date awarded / grade		
	from (month & year)	to (month & year)			

**9. Professional training or / and seminars etc. lasting at least 200 hours**

Institution / School / Organisation (name, city, country)	Duration of studies		Title of degree or certificate / date awarded / grade		
	from (month & year)	to (month & year)			

**10. Foreign language knowledge** (*Please attach certified copies of certificates*)

	Basic user Level A1,A2	Independent user Level B1,B2	Proficient user Level C1,C2
ENGLISH			
FRENCH			
GERMAN			
ITALIAN			
OTHER <i>(mention which language(s))</i>			

**11. Professional experience gained after my studies** *(Please use extra pages if needed – attach certificates of employment)*

**11. 1 CURRENT EMPLOYMENT**

Date (day, month, year): from ..... / ..... / ..... to ..... / ..... / .....

<b>A. Job title</b>	
Employer	
Job description <i>(if it is a management position please state number of people reporting to you)</i>	
Support with evidence your skills, responsibilities and experience	

**B. Experience in project or team management**

Job title	Duration	Project scope	No of employees	Organisation

**11.2 PREVIOUS EMPLOYMENT (copy this page as needed to refer to all your previous experience)**

**Date (day, month, year):** from ..... / ..... / ..... to ..... / ..... / .....

<b>A. Job title</b>	
Employer	
Job description <i>(if it was a management position please state number of people reporting to you)</i>	
Support with evidence your skills, responsibilities and experience	

**B. Experience in project or team management**

Job title	Duration	Project scope	No of employees	Organisation

**12. Computer literacy**

For the following computer programs put a tick to the appropriate box/level regarding your computer skills :  
 Level 1: Basic use, Level 2: Intermediate use, Level 3: Advanced use

TYPE OF SOFTWARE	NO	L1	L2	L3	NAME OF PROGRAM USED
Word processing software					
Spreadsheet					
Database					
Presentation					
Project management software					
Statistical analysis software (e.g SPSS)					
Other (mention software)					

	YES	NO
Touch typing	<input type="checkbox"/>	<input type="checkbox"/>
Internet / e-mail	<input type="checkbox"/>	<input type="checkbox"/>

Other computer software knowledge:

.....  
 .....  
 .....

Computer programming knowledge:

.....  
 .....  
 .....

**13. Publications list / Social or community activity**

1.
2.
3.

**14. Current position**

Public Sector

Broader Public Sector

Private Sector

(If you work in the public or broader public sector please mention your permanent position and your current position if different)

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**15. Support your interest for undertaking the project described in the call for expression of interest (extra pages can be used if needed)**

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## **GENERAL TERMS FOR EVALUATION OF APPLICATIONS/PROPOSALS FOR THE CONCLUSION OF CONTRACTS WITH THE SPECIAL ACCOUNT MANAGEMENT COMMITTEE OF THE INTERNATIONAL HELLENIC UNIVERSITY**

Candidates who submit an application/proposal in the context of a public call for expressions of interest for contracted employment with the Special Account Management Committee of the IHU, must take into account the following General Terms of submission and evaluation of proposals and applications submitted to the Finance and Administration Support Unit of the Special Account Management Committee of the IHU, which are valid and bind all applicants.

1. From the proposals that are submitted by the deadline set and are generally admissible, either in person or by a representative or by registered mail or courier service the IHU selects the one deemed most appropriate.
2. The Special Account Management Committee of the IHU concludes a contract with the selected candidate.
3. Those proposals received by the Secretariat of The Special Account Management Committee of the IHU within the prescribed period are considered valid. In the case of registered mail delivery or courier service the Special Account Management Committee of the IHU shall not be liable for the time of delivery of content of the file of the proposal sent and is not bound by the date appearing on the postmark.
4. Replacement of the proposal, correction or completion of missing documentation is allowed only up to the deadline of submission of proposals.
5. Since under article 1 (2b) of Law 4250/2014 there is no longer the obligation to submit original documents or certified copies, instead of the original or the certified copies, legible photocopies shall be submitted and are accepted by the Special Account Management Committee of the IHU.
6. It should be noted that if the university degrees (undergraduate or postgraduate) have been awarded from a foreign university, candidates should bring the appropriate certified translation. Legible photocopies copied from the original documents which have been issued by foreign authorities and certified by a lawyer can also be submitted (article 1 (2b) of Law 4250/2014). Similarly, legible photocopies of private documents certified by a lawyer as well as legible photocopies from the original private documents certified by administrative departments and bodies are also accepted (article 1 (2b) of Law 4250/2014). Thus, legible photocopies of documents issued by foreign authorities and having been certified by a lawyer shall be submitted and are accepted. It should be pointed that in accordance with article 1 (2) of Law 4250/2014, the Special Account Management Committee of the IHU must carry out a sample check of the photocopies in order to verify the accuracy of information in at least 5% of the photocopies submitted for a period immediately prior to the previous quarter by asking the help of administrative departments and bodies that issued the original documents. The results of the above sampling procedure are notified to the lead instrumental unit of the Ministry of Public Administration Reform and E-Government. It should be stressed that under the provision of article 1 (2) of Law 4250/2014 if during the compulsory or other sampling carried out, corrupted photocopies were submitted, the candidate apart from the sanctions referred to in article 22(6) of Law 1599/1986 in so far as the act is not punished more severely by another provision of criminal law, the administrative or other act, for the adoption of which the photocopies were submitted, is immediately recalled.
7. It should be pointed that the described calls for interest posted on the website of the Special Account Management Committee of the IHU do not constitute tendering procedures. In the case of selection of candidate/counterparty, it qualifies as acceptance of proposal for conclusion of contract rather than recruitment. The process of the present call of interest is concluded by drawing a rank order list and all the selected candidates are informed individually in writing. In the case that candidates have equal rank, the one selected is the candidate/proposal having in the following order a)more experience b)undergraduate degree with higher grade c)postgraduate degree with higher grade.
8. A submitted proposal that does not fulfil the requested qualifications in the call of interest is not assessed and therefore is rejected.



9. During implementation of the project according to the conditions of the contract the candidate can be replaced by another candidate in the framework of the public call for expression of interest and the rank order list.

10. The Special Account Management Committee of the IHU gives no commitment for concluding a contract, as the conclusion of contracts and its number falls under its full discretion and therefore any candidates' claim is a priori excluded for any reason whatsoever.

11. The award of contract shall be made in accordance with the provisions in the Guide for Funding and Management of Projects and Programmes of the Special Account Management Committee of the IHU.

12. Proficiency in English language is proven according to article 1 Presidential Decree 146/2007 "Amended provisions of Presidential Decree 50/2001 for determining qualifications for appointment in the public sector as they exist (Greek Government Gazette 185/3.8.2007/A) in combination with the last subparagraph of paragraph 1, article 2 Presidential Decree 116/2006 "Amendment to article 28 Presidential Decree 50/2001" (Greek Government Gazette 115/9.6.2006/A) or with a certificate of employment having at least 2 years duration at an English speaking university or research centre in Greece or abroad.

13. Results of the assessment are adopted by The Special Account Management Committee of the IHU and are published on the website of the IHU ([www.ihu.edu.gr](http://www.ihu.edu.gr)) and The Special Account Management Committee (<http://rc.ihu.edu.gr>) for the candidates and the public to be informed.

14. A candidate wishing to lodge an appeal to the result (selection committee report) is entitled to appeal before the Committee of Research and Management of the Special Account for Research Funds within five (5) working days from the publication of the results.

15. Candidates have the right to access their documents as well as those of their fellow candidates following their written request and under the conditions of article 5 of Law 2690/1999 (Government Gazette A 45/9.3.1999), as amended and in force.

16. For male candidates: they must have fulfilled any statutory obligations concerning military service or legally be exempted from them.

### **SPECIAL TERMS OF APPLICATION OF THE EUROPEAN COMMITTEE REGULATION FOR PROTECTION OF PERSONAL DATA (GDPR 2016/679)**

Candidates, upon completion of proposal for a call for expression of interest and following submission of their CV, entitle the Special Account Management Committee of the IHU to examine their CV and if they meet the necessary formal and substantial criteria for the position of interest, to contact them to provide all other required information or for an interview. The present call when made public it constitutes also explicit acceptance of the following terms:

#### **TERMS:**

Candidates declare that:

- The information provided is true and accurate
- They do not provide information related to criminal convictions and offences or special categories of personal data (including information about political opinions, religious or philosophical beliefs, participation in trade unions, genetic or biometric data, health data, etc.)
- They do not provide information related to a third party, except after explicit authorization by a third party

The International Hellenic University – Special Account Management Committee, 14<sup>th</sup> km Thessaloniki-Nea Moudania National Rd, tel. 2310 807592, email: [rc@ihu.edu.gr](mailto:rc@ihu.edu.gr), is responsible for processing the personal data provided by candidate for the call of interest, as well as for any other communication that may be required for the evaluation of candidates.

The Special Account Management of the IHU proceeds with the required processing only of the absolutely necessary personal data and only after their expressed consent. The Special Account Management of the IHU requests below the provision of the candidates' consent.

The candidates' personal data are collected and processed by the Special Account Management of the IHU with the sole purpose of assessing their ability to cover a post for which they sent their CV.

Personal data is collected directly from candidates.

The personal data of the candidates are not transmitted to third parties and may be accessed only by those persons, employees and associates authorized by the Special Account Management of the IHU and who are bound by confidentiality.

Candidates reserve the right to

- Access their data
- Correct or delete their data
- Restrict processing of their data
- Transfer their data
- Withdrawal of their consent to the processing of their personal data. This does not affect the processing that was based on the consent before its revocation.

In case that a candidate considers that the processing of their personal data is violated according to the applicable law for the protection of personal data they can file a complaint to the Committee of the Special Account of the IHU or by email at [rc@ihu.edu.gr](mailto:rc@ihu.edu.gr).

Candidates wishing to contact the IHU for any issue related to the processing of their personal data and the exercise of their rights, may contact the Legal Support Unit of the Special Account Management of the IHU at 2310474588 and 2310474571 or by email at [legalservices@ihu.edu.gr](mailto:legalservices@ihu.edu.gr).

## STATUTORY DECLARATION

1. I declare that to the best of my knowledge the information provided is true and complete.
2. I also declare that:
  - I. I have not been convicted nor sentenced for a serious crime.
  - II. I have not been convicted for theft, misappropriation (common or on duty), fraud, extortion, forgery, active or passive corruption, breach of faith, breach of duty, repeated defamation or sexual offences and sexual exploitation.
  - III. I have not been accused for a serious crime or a misdemeanor of the previous paragraph even if the crime has been dismissed.
3. I am aware that the content of my file will not be returned.
4. I accept the above general terms of evaluation of applications/proposals.
5. I hereby grant my consent to the use and processing of my personal data by the Special Account Management Committee of the IHU, 14<sup>th</sup> km Thessaloniki-Nea Moudania, 57001, Thermi, tel. 2310807592, email: [rc@ihu.edu.gr](mailto:rc@ihu.edu.gr)  
 YES  NO
6. I have been informed and I accept the above special terms of application of the European Commission Regulation on the Protection of Personal Data (GDPR 2016/679)

### SIGNATURE AND DATE

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