



ÉCOLE FRANÇAISE D'ATHÈNES
ΓΑΛΛΙΚΗ ΣΧΟΛΗ ΑΘΗΝΩΝ

Job Offer Framework

Category Ia

Start Date

1st September 2022

Job Location

French School at Athens

Didotou 6

10680 Athens

Contacts

Mrs. Laurianne Martinez-Seve, Research Director – Antique and Byzantine Studies

laurianne.seve@efa.gr

Mr. Gilles de Rapper, Research Director – Modern and Contemporary Studies

gilles.derapper@efa.gr

Mr. Arnaud Contentin, Administrative

Manager

arnaud.contentin@efa.gr

**RESEARCH MANAGEMENT SUPPORT OFFICER
(F/M)**

JOIN THE FRENCH SCHOOL AT ATHENS

Founded in 1846, the French School at Athens is the first foreign institute established in Greece. A world-class research centre, the EFA is dedicated to the study of Hellenism and its diffusion from prehistoric times to the present and organizes scholarly exchanges in these fields. In addition to this primary objective, the EFA also seeks to train the next generation of scholars, allowing young researchers access to the treasures of Greek culture and history and preparing them for positions in the world's top universities and research networks.

RESEARCH DEPARTMENT

The Research Department, which is divided into two sections (Antique and Byzantine Studies and Modern and Contemporary Studies), coordinates a variety of research programs, including investigations carried out at several prestigious excavation sites. It is also responsible for research training and for the development of international partnerships.

TASKS AND ACTIVITIES

Job Tasks

Assigned to the research department and under the direct authority of the directors of studies, the research management support officer assists the directors in steering the EFA's research programs. The selected candidate will organise and monitor funding campaigns, contribute to defining procedures for continuous improvement, produce indicators for the entire Research Department, follow up on research partnerships, participate in international development actions and in the setting up of projects.

Interactions

As a member of the Research Department, the research management support officer works closely with the research directors and administrative manager. The selected candidate will be a principal contact for the scholarly community brought together by the EFA.

The selected candidate will also be expected to have excellent project management skills.

Core Activities

Implement the Research Department's Funding Policy

Manage the annual funding campaigns

- Provide support to researchers for funding requests
- Consolidate and analyse funding requests
- Design and implement decision-support tools that contribute to evaluating funding requests,
- Compile the funding decisions made by the research directors

Implementing the EFA's Financing Schemes for Visiting Scholars

- Manage the annual welcome campaigns for doctoral students
- Manage call for applications and the selection process
- Manage the necessary documents for researchers and scholarship holders staying at the school

With a view to quality control, contribute to formalizing procedures and defining best practices

Monitor the activities of the Research Department

- Participate in defining relevant activity indicators
- Supply and analyse performance dashboards
- Contribute to elaborating support documents and study papers for decision-making bodies

Monitor Research Partnerships

- Identify and collect the necessary information for promoting the institution's cooperation policy
- Participate in negotiating cooperation agreements and/or cooperation programs
- Advise on and draft cooperation and partnership agreements at the institutional level

Support the organising and supervising of projects

- Monitor funding sources and international collaboration opportunities
- Advise project leaders in preparing applications and provide them with reliable, easily usable figures
- Assist project leaders in drafting calls for applications
- Analyse the stakes and means necessary for, implementing projects
- Monitor the implementation of contracts

Ensure Data Quality

In the context of the digital transition and open science

- Guarantee the quality of the data produced and managed by the Research Department, particularly in its research management system
- Work on extracting, structuring, organizing, and homogenising the data sets produced by the Research Department through its research management system
- Participate in implementing EFA's open science policy
- Contribute to the interoperability of the EFA's databases and platforms according to the FAIR principles

REQUIRED PROFILE

Required Professional Skills and Abilities

- . Knowledge of the academic, institutional, and socio-economic context of a humanities and social sciences research institution
- . Knowledge of international cooperation
- . General Knowledge of institutional and financial processes, regulatory framework, project management methodology, quality approach

Operational Skills

- . Ability to apply a set of rules and procedures in different areas of administration
- . Ability to manage their time amidst a complex schedule and management framework
- . Establish reporting, dashboards, management benchmarks
- . Able to draft documents, notes, syntheses, and written decisions
- . Able to design dashboards
- . Mastery of the office environment (especially spreadsheets)
- . Able to use the necessary software
- . Establish relationships
- . Facilitate and moderate meetings
- . Languages: French C2; English: C1 to C2 (Common European Framework of Reference for Languages). Knowledge of modern Greek would be a plus

Behavioural Skills

- . Team player
- . Adaptability
- . Autonomy
- . Sense of responsibility
- . Reactivity
- . Ability to report to one's hierarchy

HOW TO APPLY

The hiring decision is based solely on competence, and applicants are encouraged to apply regardless of gender, age, disability, or cultural background.

To apply, please send your full application (CV, motivation letter and references) by email to recrutements@efa.gr