



ÉCOLE FRANÇAISE D'ATHÈNES  
ΓΑΛΛΙΚΗ ΣΧΟΛΗ ΑΘΗΝΩΝ

#### Job Offer Framework

Category Ia

Fixed Term contract (36 months)

From 25.700 € per annum

#### Start Date

1<sup>st</sup> February 2023

#### Job Location

École française d'Athènes

Didotou 6

10680 Athens

#### Contacts

Mrs. Véronique CHANKOWSKI, Director

[direction@efa.gr](mailto:direction@efa.gr)

Mr. Arnaud Contentin, Administrative

Manager

[arnaud.contentin@efa.gr](mailto:arnaud.contentin@efa.gr)

## HE Project Manager

### JOIN THE ÉCOLE FRANÇAISE D'ATHÈNES

Founded in 1846, the École française d'Athènes (EFA) 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.

## TASKS AND ACTIVITIES

### Job Tasks

A Project Manager position to coordinate the operational, administrative and management activities of the HE ANCHISE project, - a European project, funded by the Horizon Europe Programme - Research and innovation on cultural heritage and CCIs-2022-, is offered at the École française d'Athènes. The Project Manager will generally provide the 'back office' services required for successful project completion and will support the Project Coordinator in the overall coordination of the project.

### The Project

ANCHISE - 'Applying New solutions for Cultural Heritage protection by Innovative, Scientific, social and economic Engagement' aims at offering to European societies efficient methods, knowledge and toolkit to enhance the protection of cultural heritage against looting and illicit trafficking. ANCHISE builds on the experiences and the network of experts developed during the former project H2020 NETCHER.

ANCHISE aims to build a global and comprehensive answer to the challenges coming from an effective protection of cultural heritage in Europe, for both antiquities and modern cultural goods, in order to provide sustainable and replicable solutions. Our assumption is that addressing this topic implies a bottom-up process, which will build a global and comprehensive approach at every stage of the analysis. Crossing the methodology of networking that has proved its efficiency in the H2020 NETCHER project with the innovative results of new technologies developments (H2020 PREVISION, H2020 MAGNETO), ANCHISE will create an operational set of tools applicable for European contexts and replicable in other situations abroad. The aim of the project is to bring coordinated solutions to the key existing needs in the domain of Cultural heritage protection: 1) Understand, 2) Prevent, 3) Act, 4) Repair.

### Core Activities

The Project Manager will:

- Monitor the implementation of the project and the timely reporting and delivery of all project commitments to the EC.
- Inform and advise project partners on financial and administrative rules, while ensuring the conformity with the relevant procedures.
- Support the Project Coordinator in planning, producing, collecting and reviewing the deliverables and outcomes to ensure their timely delivery.
- Provide management tools (e.g. guides, templates, etc.) for the consortium.
- Monitor all contractual obligations (Grant Agreement, Consortium Agreement and other legal reference documents) and draft additional agreements.

- Track all project related costs in collaboration with the EFA Services and coordinate the preparation, consolidation and submission of financial reports in compliance with the deadlines fixed by the European Commission.
- Schedule project meetings: prepare agendas and circulate reference materials for the meetings and writing the minutes.
- Contribute to the preparation of workshops and conferences
- Provide support in proposal writing for follow-up research initiatives
- Implement internal communication actions
- Support the Project Coordinator & the Consortium members in their day-to-day communication, management and scientific activities.

## REQUIRED PROFILE

### Required Professional Skills and Abilities

- Master's degree or equivalent, including training in European project management
- Experience in European Projects, in particular with a strong background in EU project coordination, administrative and financial management and in-depth knowledge of the research institutions environment
- Knowledge of international cooperation
- Knowledge of the work practices, processes and procedures relevant to the role, including awareness of developments in the European research environment.
- Ability to work flexibly, managing the expectations of stakeholders from different cultures and research environments including industry.

### Operational Skills

- Ability to apply a set of rules and procedures in different areas of administration
- Knowledge of budget reporting and management
- Excellent knowledge and practice of project management tools (spreadsheets, planning tools)
- Strong planning, organisational and communication skills
- Strong writing skills, English reporting experience
- High proficiency in written and spoken English. Knowledge of French or modern Greek would be a plus

### Behavioural Skills

- Teamwork
- Flexibility
- Commitment
- Responsibility
- Autonomy
- Excellent attention to detail
- Quality awareness
- Problem solving

### 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.

Please apply by email to [recrutements@efa.gr](mailto:recrutements@efa.gr) with a CV and a **supporting statement explaining how you meet the knowledge, skills and experience required**, and your **motivation for applying for this post**