

Project Officer

Position: Project Officer

No. of Positions: 3 (Three) Project Officers

Category: Full-time employment. Open-term contract.

Location: Nicosia, Cyprus

Preferred Start Date: April 2022 or as soon thereafter.

Application Deadline: 30th of March 2022

CYENS Centre of Excellence (formerly known as RISE) is the Research and Innovation Centre on Interactive media, Smart systems and Emerging technologies empowering knowledge and technology transfer in the region. CYENS CoE is supported by the European Commission, the Republic of Cyprus and its founding Partners, the Municipality of Nicosia, the Max Planck Institute for Informatics (MPI), University College London, the University of Cyprus, the Cyprus University of Technology and the Open University of Cyprus.

The Centre conducts excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence delivered by high-calibre multidisciplinary research teams. CYENS engages in knowledge transfer and innovation activities aiming to bridge the gap between scientific research and STEM-led innovation and entrepreneurship.

CYENS, as a Centre of Excellence, cultivates a culture of innovation and creativity in an inspiring environment filled with academics, researchers, creative and onward-looking people, innovators, entrepreneurs, and practitioners. The Centre operates under the motto “Inspired by Humans Designed for Humans” with the vision to produce world class research that drives innovation towards social and economic benefit while conducting excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence. It sets out to meet the challenge with a total potential funding of more than 30 million Euros for the first 7 years, from a Horizon 2020 Teaming Action and multiple other sources, and a business plan for long-term sustainability and growth.

The Centre is seeking for experienced **Project Officers** to join its fast-growing team of passionate and enthusiastic professionals. The job holder(s) will be managing projects assigned to the Research Department of CYENS.

Responsibilities of Project Officer:

Networking:

- Manage and support strategic relationships with high performing universities, governmental, non-governmental, and private sector entities.

Proposal writing:

- Monitor and Identify relevant calls for funding and inform researchers of project opportunities.
- Assist in the development of research proposals, grant applications and tenders.
- Liaise with clients/partners to identify and define requirements, scope and objectives for effective and efficient cooperation.

Project Management:

- Effectively coordinate and assist in the management of ongoing and new projects.
- Track project technical and financial progress, including timesheets, financial management, quality assurance and risk management.

- Develop project deliverables, Progress Reports and Financial Reports in a timely manner.
- Collect and analyze data and develop project KPIs.

Dissemination:

- Assist in the organization of workshops, training programmes and other dissemination activities.
- Prepare and deliver presentations about the Centre, department and projects.

RD support:

- Support the Centre's internship process.
- Contribute towards project and Centre's KPIs.
- To follow employee handbook regulations and set an example.
- To follow any other duties as specified by the management or relevant procedures.

General qualifications and requirements

1. University degree in a related field from an accredited university.
2. Master's degree will be considered an advantage.
3. Minimum 2 years' experience in proposal writing and in successfully funded projects.
4. Certification in Project Management or equivalent (e.g. PMP, Prince2) will be considered an advantage.
5. Proficient use of Microsoft Office applications.
6. Language requirements: Excellent written and oral English-language skills will be required. Knowledge of Greek will be considered an advantage.
7. For non-EU applicants a work permit will be required

Profile of the ideal candidate – *select relevant qualities required for specific role:*

1. Self-motivated with the ability to take initiative.
2. Strong organizational, communication, presentation, and negotiation skills.
3. Having the ability to deal confidently and politely with enquiries.
4. Very good analytical skills coupled with attention to detail.
5. Dynamic, adaptable, hands-on and results driven.
6. A team player with an ability to work independently and under pressure.
7. High levels of commitment, energy, and drive.
8. Ability to multi-task and prioritize in a fast-paced and dynamic work environment.
9. Trustworthy and committed.

Benefits

Take advantage of this opportunity for your professional and personal development by being a part of our fast-growing Research and Innovation Centre of Excellence. A very attractive remuneration package will be offered to the successful candidate according to qualifications and experience. Our benefits include Provident Fund, Opportunity to take part in international research and innovation projects, career opportunity in EU project development and management and a pleasant and flexible working environment.

Application process

For full consideration, interested applicants should submit the following items via the [online application form](#) and mention the position you are applying for: "Application for *Project Officer*":

1. Full CV (including contact details).
2. Cover letter which clearly states: (a) how you envision your role, (b) how your experience and qualifications match the specific position, and (c) the availability date for full-time employment (d) contact details of two referees.

In case you previously applied for a post at CYENS CoE, a new application is required.

For general enquiries, applicants may contact the HR Department of CYENS, Centre of Excellence at vacancies@cyens.org.cy.

CYENS Centre of Excellence is an equal opportunity employer and the position is open to everyone, internationally.

All applications are treated in the strictest confidence.

ABOUT CYENS CoE

CYENS Centre of Excellence is a Centre of Excellence in Research and Innovation on Information and Communication Technologies in Cyprus, aiming to empower knowledge and technology transfer in the region. It is a joint venture between the three public universities of Cyprus - University of Cyprus, Cyprus University of Technology, and, Open University of Cyprus- , the Municipality of Nicosia, and two renowned international partners, the Max Planck Institute for Informatics, Germany, and, the University College London, United Kingdom.



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