

UNIVERSITY OF CYPRUS
MOLECULAR MEDICINE RESEARCH CENTER OF EXCELLENCE
VACANT POSITION FOR A SPECIAL SCIENTIST – OPERATIONS MANAGER

Title: Operations manager - Special Scientist (Research Fellow)

Number of positions: One (1)

Category: Contract for 3 years, with potential for renewal

Place of employment: University of Cyprus, Nicosia

The Molecular Medicine Research Center of the University of Cyprus has one opening for a Special Scientist (Research Fellow), for research and coordination, funded by the research program: Center of Excellence in Biomedical Research - Biobanking and the Cyprus Human Genome Project (CY-Biobank)", which is co-funded by the European Commission, the Republic of Cyprus and the University of Cyprus.

Requirements:

- University degree (Bachelor or Master's or PhD degree or equivalent)
- At least 5 years experience in a position with similar responsibilities. Solid experience in research project management is a must.
- Demonstrated capacity in proposal writing will be an advantage
- Experience in EU funded projects (FP7, H2020, etc.) will be considered an advantage
- Strong analytical and problem-solving skills
- Very good organisational skills, attention to detail and multi-tasking skills
- Result oriented with an ability to work under deadlines
- Excellent communication, presentation and teamwork skills
- Excellent knowledge of the greek and english languages
- Ability to cooperate with international partners in a multi-cultural environment

Responsibilities:

- Manage projects effectively to ensure quality throughout the process and timely delivery
- Define scope and expected deliverables, determine success metrics and track, against milestones
- Assist in preparing reports and deliverables
- Manage changes to the projects' scope, schedule and cost where necessary
- Monitor risks proactively, drive prioritisation, balance needs versus constraints and take mitigation actions and contingency planning
- Develop effective presentations and project update materials to communicate project status
- Proactively identify new national, european and international funding opportunities
- Organise and participate in the preparation of research and innovation grants at national, european and international levels
- Cooperate with all project partners to achieve expected results
- Organize and lead project conference calls and meetings, recording meeting minutes and ensuring timely completion of allocated tasks
- Review and control project deliverables based on quality objectives and standards

Terms of employment

The position will be for full-time employment with a 3-year contract, and potential for renewal. The monthly salary will be commensurate to qualifications and previous experience and ranges between €4,000 and €7,000. The employee will be required to pay from his/her salary both, his/her and the employer's contributions. There is no provision for a 13th salary.

Submission of applications:

1. A letter expressing interest to the position with a brief description of qualifications (1 page)
2. A brief curriculum vitae with description of previous experience (2 pages)
3. Contact details for at least two people qualified to provide recommendation for the candidate
4. Certificates attesting to the very good knowledge of the greek and english language, unless this is attested by the mother tongue of the candidate or he/she is a graduate of a greek/english school/University.

**The application material should be sent electronically as one single pdf file to:
annac@ucy.ac.cy at the latest until August 30, 2019.**

For more information the candidates may contact the Coordinator of the project, Prof. C. Deltas,
Tel.: 22-892882 or Email: Deltas@ucy.ac.cy