

VACANCY
SPECIAL SCIENTIST (PROJECT SUPPORT SPECIALIST)

- Title:** Special Scientist – (Project Support Specialist) in the management (storage, distribution and disposal) of chemical reagents, gas cylinders and solvents of the Department of Chemistry.
- No. of Positions:** One (1) position
- Category:** Full-time contract for 1 year (with possibility of extension)
- Place of Work:** University of Cyprus, Nicosia

The Department of Chemistry of the University of Cyprus accepts applications for filling one (1) vacancy of Special Scientist Project Support for full-time (38 hours/week).

The Special Scientist will be responsible for managing and storing chemical reagents, gas cylinders and solvents at the Department of Chemistry. The tasks involve ordering, storing and distributing chemicals to the Department's teaching and research laboratories and creating and maintaining accurate updateable digital databases to track the Department's chemical inventories. Furthermore, the Special Scientist will be responsible for collecting chemical waste from the laboratories and delivering it to the respective waste collection company. Finally, the Special Scientist will work towards the on-going improvement of the Work Health and Safety procedures at the Department of Chemistry.

JOB DESCRIPTION

- Safe management and storage of chemical reagents, gas cylinders and solvents for the Department of Chemistry.
- Upgrade and maintain a digital ChemFinder/ChemOffice database of all chemicals, solvents and gas cylinders.
- Purchasing, storage and distribution of chemical reagents, gas cylinders and solvents for the teaching and research laboratories of the Department of Chemistry.
- Safe collection and transfer of solvents from large barrels (200 L) to smaller containers.
- Collection of chemical waste from chemistry laboratories, its proper and secure storage and delivery to the chemical waste collection and management company contracted to the University of Cyprus.

NECESSARY QUALIFICATIONS & REQUIREMENTS

- University degree or diploma in the field of Chemistry.
- Working knowledge of English.
- Working knowledge of ChemFinder & ChemOffice.
- Capable of lifting 10-25 Kg regularly.

- The ability to wear personal protective gear correctly most of the day.
- Previous related work experience.

ADDITIONAL ADVANTAGES / QUALIFICATIONS

- Postgraduate degree in Chemistry or related subjects in Safety and Health.
- Excellent organizational, administrative and communication skills.
- Working knowledge of the Greek language.
- The ability to safely climb ladders while carrying 5 Kg.
- Ability to cooperate effectively.

DUTIES AND RESPONSIBILITIES

Under the supervision of the respective Department of Chemistry Chairperson and Security Officer, the hire will perform the following:

1. Safely manage and store chemical reagents, gas cylinders and solvents of the Department of Chemistry.
2. Purchase and distribute chemical reagents and solvents to the teaching and research laboratories. Purchasing will entail carrying out market research to select the best, cheapest and fastest purchasing options.
3. Purchase, safely store and distribute gas cylinders to the Department's teaching and research laboratories.
4. Create and maintain a relevant digital file for all chemicals for easy and immediate access.
5. Transfer solvents from large barrels to smaller containers.
6. Collect chemical waste from the Chemistry laboratories and deliver it to the waste collection facility.
7. Maintain an incident registrar and carry out accident investigations in collaboration with the Department of Safety, Health and Environment committee.
8. Prepare Specifications, Technical Terms and Tender Conditions on matters related to their duties.
9. Assist in the organization and participate in meetings related to the organization of the warehouses of the Department of Chemistry.
10. Know and implement the existing Legislation on Health & Safety in the workplace.
11. Constantly update their training in Work Health & Safety matters.
12. Use computers to handle word processing, electronic worksheets, internet and e-mail.
13. Collaborate constructively with all the Department's Academic, Research and Administrative Staff as well as with staff of other Organizational Entities of The University of Cyprus.
14. Any other relevant tasks / assigned by the respective Department Chairperson.

TERMS OF EMPLOYMENT

The employment of the Special Scientist - Project Support will be contractual. The duration of work will be for (1) one year. The monthly gross salary will amount to €1576,15. From the gross monthly earnings - contributions to the various Governmental and any Income Tax will be deducted, according to the current Legislation. The above amount includes 13th salary ratio.

NOTES

(a) Depending on the needs of the Department, the hire may receive special training and performance monitoring related to their duties.

(b) The holder of the position, depending on the needs of the University, can work either with a shift system or with special hours. The regulation of his / her working hours is left to the discretion of the respective President of the Department.

(c) University diploma or title refers to an undergraduate diploma or title.

SUBMISSION OF APPLICATIONS

Applicants are requested to submit the following:

- i. Short letter of interest for this position and availability start date.
- ii. Complete CV in Greek or English.
- iii. Copy of the University Diploma.
- iv. Copy and a detailed score of the postgraduate degree (where available).
- v. Two letters of recommendation must be sent directly by the nominated referees to chem@ucy.ac.cy by midnight Sunday, 31st October 2022 (Eastern European Summer Time).

Note that at least three candidates per position with the required qualifications will be invited for an interview before a three-member Hiring Committee.

Applicants will be notified by the entity via e-mail of the outcome of their application.

The University of Cyprus collects and processes personal data in accordance with the provisions of the General Regulation for Data Protection of the EU 2016/679 of the European Parliament.

Applications should be submitted online **by midnight Monday, 31st October 2022 (Eastern European Summer Time)**, at the following link: <https://applications.ucy.ac.cy/recruitment>.

For clarifications, interested applicants may contact Professor Panayiotis Koutentis, e-mail: koutenti@ucy.ac.cy, tel.: 22892783 or the Department of Chemistry Head Technician Mr Savvas Savva e-mail: savva.savvas@ucy.ac.cy, tel.: 22892813.

The University of Cyprus (UCY) is committed to promoting inclusivity, diversity, and equality, as well as the elimination of all forms of discrimination in order to provide a fair, safe, and pleasant environment for the entire university community, where students and staff members will feel supported both in their professional and personal development, within and beyond their multiple identities. To this end, UCY seeks to create the necessary conditions that will encourage and respect diversity, and ensure dignity both in the workplace and society at large. Moreover, UCY has adopted specific policies to promote equal opportunities, as well as respect and understanding of diversity, while it is committed to promoting and maintaining a working, teaching, and learning environment, free from any form of discrimination, whether direct or indirect.