

ONE (1) OPEN POSITION FOR A PROJECT MANAGER IN THE DEPARTMENT OF HISTORY AND ARCHAEOLOGY

Title: Special Scientist (Project Manager)

Number of Positions: One (1)

Category: Full time employment (38 hours/week), 14 months contract

Place of work: University of Cyprus, Nicosia, Cyprus

The Department of History and Archaeology of the University of Cyprus would like to announce one (1) vacant full-time position in the capacity of a Special Scientist (Project Manager), in the project “Design and Implementation of a Joint Master Degree *Byzantine Studies: A Global Perspective (DIMAByz)*”, which is funded by the European Education and Culture Executive Agency.

TERMS OF CONTRACT

The employment of the Special Scientist (Project Manager) will be with a contract. The duration of the employment will be 14 months. The monthly gross salary will be €2051 based on merit and experience. From this amount, employee contributions will be deducted. There is no provision for 13th Salary.

RESPONSIBILITIES AND DUTIES OF THE PROJECT MANAGER

The Special Scientist (Project Manager) will be placed in the Research Support Service, under the general supervision of the Director of the Service and will have the following responsibilities. He/She will:

- Monitor the implementation of the project and the timely reporting and delivery of all project commitments to the EC.
- Administrative support for the project (preparation of reports and deliverables, preparation of timesheets, preparation and monitoring of payment orders, etc.)
- Organisation of events, seminars, networking events and all other activities concerning the project
- Financial monitoring and management of the Project and contribution to the preparation of progress reports and financial reports submitted to the European Commission
- Communication, written and oral, with the researchers involved, the European Commission and the relevant University of Cyprus’ Services
- Preparation of memos for the implementation of the project activities to the decision-making bodies of the University of Cyprus, the Legal Advisers and the European Commission
- Support to all the structures of the Project (Management Board, Advisory Board etc) and recording of meeting minutes
- Contribution to the dissemination, exploitation and communication of the research results of the “DIMAByz” project to the scientific community, policy-makers and the general public
- Risk assessment and implementation of mitigation measures to secure the smooth implementation of the Project
- Monitoring of the Project schedule and the timely delivery of all obligations arising from the grant agreement

NECESSARY QUALIFICATIONS

- University Bachelor Degree and above. Preference will be given to holders of PhD degrees.
- Previous relevant experience in managing research projects and / or writing proposals for research funding
- Excellent knowledge of English both oral and written

ADDITIONAL QUALIFICATIONS

- Relevant experience and skills for managing a project of these characteristics is essential
- Previous experience in an academic or research environment is an advantage

ADDITIONAL SKILLS

- Excellent organisational, administrative and communication skills
- Ability to work in a team
- Very good knowledge of Greek is an advantage
- Fluency in using office software, particularly good knowledge of Microsoft Office (Word, Excel, PowerPoint etc.).
- Integrity, professionalism, good judgment, responsibility, initiative and honesty

SUBMISSION OF APPLICATIONS

For full consideration interested applicants should submit the following items via email to Stathakopoulos.dionysios@ucy.ac.cy no later than **Monday, the 19th of September 2022**, at **16:00**, which will be the last date of submission of the applications, and use the email subject line: **“Application: Special Scientist (Project Manager) position”**.

All applicants are requested to submit the following information:

- i. Full CV in English
- ii. Copies and detailed transcripts of qualifications
- iii. Names and contact details of at least two referees that can provide reference letters for the candidate

For more information, please contact the coordinator of the "DIMAByz" project by email at:

Stathakopoulos.dionysios@ucy.ac.cy

At least the best three candidates that satisfy the required qualifications, will be interviewed by a 3-member Committee.

Candidates shall be informed of the result of their application by the relevant entity.

The University of Cyprus shall collect and process your personal data according to the provisions of the General Regulation on Personal Data 2016/679 (EU).

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.