



UNIVERSITY OF CYPRUS  
FOSS RESEARCH CENTRE FOR SUSTAINABLE ENERGY  
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING  
**OPEN POSITION FOR SPECIAL SCIENTIST (Administrative support staff)**

FOSS Research Centre for Sustainable Energy ([www.foss.ucy.ac.cy](http://www.foss.ucy.ac.cy)) at the University of Cyprus announces one (1) vacancy for a full or part-time Special Scientist (Administrative support staff) to work on research projects at FOSS. The successful candidate will work for the administrative/secretarial support of the PV Lab. It should be mentioned that one (1) month of full-time employment at the University of Cyprus corresponds to 140 hours.

**Application Code: FOSS2019SS-15**

**REQUIRED QUALIFICATIONS:**

- First Degree in any discipline (with at least a 2.1 class or equivalent)
- Excellent command of the English language

**ADDITIONAL QUALIFICATIONS:**

- Experience in secretarial/administrative support
- Knowledge of accounting

**DUTIES AND RESPONSIBILITIES:**

- The Special Scientist will be providing administrative/secretarial support to the PV Technology Lab.

**EMPLOYMENT TERMS:**

The monthly employment cost for full-time employment (140 hrs/month) is in the range of €1200-2800 (€8,57/hr - €20,00/hr). From this amount employer and employee contributions to the various Government Funds will be deducted. The salary can vary depending on experience, qualifications, and specific duties in research projects involved. The initial contract, which is on an hourly basis, is for one (1) year with the possibility of renewal based on successful progress. 13<sup>th</sup> salary and medical coverage are not provided.



**Interested candidates should submit the following:**

1. Letter of interest for the position
2. Full CV, including description of past relevant experience
3. Copies of degrees and transcripts of bachelors and master degree(s)
4. Name and contact details of two referees for recommendation letters.

**by email to the following addresses:**

[foss.vacancies@gmail.com](mailto:foss.vacancies@gmail.com) and [nicolaou.anastasia@ucy.ac.cy](mailto:nicolaou.anastasia@ucy.ac.cy), by **Monday, 4<sup>th</sup> of November 2019.**

**The application must include the application code FOSS2019SS-15**

For more information please contact: Dr. George E. Georghiou (Tel: +357-22892272, email: [geg@ucy.ac.cy](mailto:geg@ucy.ac.cy))