The University of Cyprus announces the vacancy of the position of Director of the Language Centre. Citizenship of the Republic of Cyprus is not a requirement.

**Position Title:** Language Centre Director

**Under:** School of Humanities

**Category:** Three-year full-time contract (38 hours per week) with the possibility of renewal every three years.

**Salary scale:** The salary corresponds to that for the rank of Assistant Professor* (Scale A13-A14, placement according to qualifications) *The corresponding academic rank is not formally offered.

The total annual gross earnings (including the 13th salary), corresponding to full employment, under the applicable Legislation, amounts to: Assistant Professor (Scale A13-A14) €58,296,21 - €78,619,65. From the above amount, contributions to the various state funds will be deducted.

**Tasks and Responsibilities**

The Director of the Language Centre shall carry out the following tasks:

- He/She coordinates all the work of the Language Centre and is responsible for its proper running on a daily basis.
- He/She is responsible for the implementation of the relevant Legislation and Regulations as well as the decisions taken by the University’s relevant bodies.
- He/She is responsible for the management of the human resources for issues related to the scheduling, education, guidance, development, evaluation and coordination of the Instructors of the various languages, aiming at the best outcome in relation to language learning.
- He/She promotes initiatives related to the development of teaching material.
- He/She is responsible for the planning and development of the Language Centre and for this purpose prepares and submits, in cooperation with the Language Centre Board on an annual basis, an Operational Plan and the relevant budget, for approval by the Finance and Personnel Committee.
- He/She is responsible for the preparation, management, evaluation and supervision of language teaching programs offered to the students of the University of Cyprus. He/She is also responsible for the management of language learning programs to be offered through the Adult Education Program or through lifelong learning for specific categories of people.
- He/She supervises the organization of conferences, workshops and cultural activities related to the area of expertise of the Centre.
• He/She submits an annual report of the activities of the Language Center to the Senate through the Vice-Rector of Academic Affairs. The Report will include information on the revenue and expenses of the Language Center in the previous academic year. It will also present the planning for development of the Language Centre for the next three years.

• He/She prepares studies, reports and proposals on issues related to the Centre's sphere of competence.

• He/She is responsible for the collection and processing of statistical data and/or information, to be used by competent Internal and/or External Bodies for evaluation purposes of the Centre. Data may also be used for any other related purposes so as to take corrective/improvement measures.

• He/She engages in teaching of at least three teaching hours per week.

• He/She participates in the Instructors' hiring procedures.

• He/She participates in the Language Centre Board with the right to vote.

B. Qualifications

Required Qualifications

1. The position of the Director requires the qualifications corresponding to those required for the position of an Assistant Professor, which include a Doctorate from an internationally accredited university, specializing in the Teaching of Foreign Languages.

2. The minimum qualifications for the academic ranking of an Assistant Professor are described on the website: www.ucy.ac.cy/acad.staff.procedures.

Additional Qualifications

1. Experience in developing teaching material.
2. Experience in a corresponding position.
3. Recognized degree in Management and/or Human Resources Management.
4. Extensive administrative experience.

C. Notes

The Procedures for the Evaluation, Termination and Renewal of Contract of the Director are set out in Circular 3.7 of the University Regulations, referring to the operation of the Language Centre.

The University of Cyprus implements an equal opportunities policy in the context of recruitment and subsequent stages of a career and encourages people of both sexes to apply for all levels of academic and administrative vacancies.

The University of Cyprus makes no distinction in relation to race, color, religion, gender, ethnicity, age, physical ability, marital status and sexual orientation.

D. Submission of Applications

Interested individuals are invited to submit the following document in a PDF format electronically until May 28, 2020 to the following link: https://applications.ucy.ac.cy/recruitment
1. Full CV in Greek or Turkish and in one international language, preferably English
2. Copy of Identity/passport
3. Copies of university degrees
4. Letter of Expression of Interest
5. Review of their work in similar Centres
6. Review of research projects
7. List of Publications
8. Representative Publications (up to 3 publications)
9. The names and email addresses of three academics that will be automatically notified when submitting the application, for the submission of confidential reference letters.

The above items 1-7 should each be uploaded as a separate file in PDF format.

The candidate selected will be invited to provide certified photocopies of diplomas certified by the Ministry of Education (as regards degrees from Universities in Cyprus) or by the Issuing Authority (as regards Universities abroad).

Applications, data and letters of recommendation submitted in the past will not be taken into account and must be resubmitted. Applications that do not contain all the necessary supporting documents/data as specified in the electronic application in the above link are not acceptable. Applicants have a responsibility to confirm that their online application has been successfully registered. Immediately after the online application has been registered, applicants will receive an automatic message for the successful submission of their application. For more information, please contact Human Resources Service (00357 22894189/4155).

The processing of the personal data of the candidates submitted during the dispatch of an Application for Recruitment/CV to the University of Cyprus shall be carried out in accordance with the provisions of Regulation (EU) 2016/679 and the applicable legislation. By sending an Application for Recruitment/CV officially to the University of Cyprus, the candidate declares that he/she has been informed and accepts the processing of his/her personal data by the Agency, for the sole purpose of evaluating, selecting and attracting appropriate human resources to effectively staff the Faculties/Departments/Services/Other Organizational Entities of the University.

February 28, 2020