

ARCHAEOLOGICAL RESEARCH UNIT

ONE (1) OPEN POSITION OF SPECIAL SCIENTIST (ADMINISTRATIVE SUPPORT STAFF), *THETIDA* PROJECT

Title:	Special Scientist (Project Administrator)
Number of Positions:	One (1)
Category:	Part-time employment (70 hours per month) up to 10 months (March - December 2024)
Place of work:	University of Cyprus, Nicosia, Cyprus

The Archaeological Research Unit of the University of Cyprus would like to announce one (1) vacant part-time position in the capacity of a Special Scientist (Project Manager), in the project *THETIDA Technologies and methods for improved resilience and sustainable preservation of underwater and coastal cultural heritage to cope with climate change, natural hazards and environmental pollution* (<https://thetida.eu/#/home>) which is funded by the European Union programme HORIZON-CL2-2022-HERITAGE-01 (101095253).

TERMS OF CONTRACT

The employment of the Special Scientist (Project Administrator) will be with a contract. The exact duration and the terms of the employment will be set after discussion with the successful candidate. The monthly gross salary is **€775.56**. (Employee contributions will be deducted from this amount). There is no provision for 13th salary.

RESPONSIBILITIES AND DUTIES OF THE PROJECT MANAGER

The Special Scientist (Project Manager) will be placed in the Archaeological Research Unit (ARU), under the general supervision of the Project Coordinator for the ARU tasks in the project, Dr Stella Demesticha, and will have the following responsibilities:

- Administrative support for the project (preparation of reports and deliverables, preparation of timesheets, preparation and monitoring of payment orders, etc.)
- Organisation and management of meetings and networking events, as well as other activities concerning the project
- Management of the project's finances and logistics, in accordance with the activities of the Maritime Archaeological Research Laboratory
- Monitoring of the Project schedule and the timely delivery of all obligations arising from the grant agreement
- Participation in organising and conducting fieldwork and activities about the dissemination, exploitation and communication of the project's research results, as described in the project

NECESSARY QUALIFICATIONS

- Master's Degree in fields related to the project activities
- Experience in underwater fieldwork and/or marine surveys
- Excellent knowledge of English and Greek, both oral and written

ADDITIONAL QUALIFICATIONS

The following qualifications will be considered as an advantage:

- Previous experience in research projects
- Previous experience in activities for public awareness and dissemination of research results
- Skills in 3D visualisation software
- Diving certification
- Speed boat operator's licence

ADDITIONAL SKILLS

- Excellent organisational, administrative and communication skills
- Ability to work in a team
- Integrity, professionalism, good judgment, responsibility, initiative and honesty

SUBMISSION OF APPLICATIONS

All applicants are requested to submit the following information:

- i. Full CV in English or Greek
- 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

Applications must be sent by the **26th of January 2024** to Dr Stella Demesticha at the following email address: demesticha.stella@ucy.ac.cy

For more information, please consult the project website, <https://thetida.eu/#/home> Alternatively, please contact Dr Stella Demetsicha on +357 22 893568, or by email at demesticha.stella@ucy.ac.cy.

Applicants need not be citizens of the Republic of Cyprus. Applicants should however ensure, before applying, that in case they are selected they will be residing in Cyprus on a full-time basis during the employment period; submission of application implies acceptance of this condition.

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.