



THE QUANTUM COMPUTING FOR SCIENCE AND TECHNOLOGY (QSciTec) CENTER OF EXCELLENCE (CoE)

Title: Special Scientist (Executive Secretary)

Number of Positions: TBD

Category: 3-year contract with the possibility of renewal , Full-time

Place of work: University of Cyprus, Nicosia, Cyprus

Terms of Contract

The appointment will commence as early as January, 2025, for an initial period of three years, with the possibility of renewal based on satisfactory performance and availability of funds. A six-month probation period is expected, with possibility of prolongation of up to 2 years. The monthly gross salary for this full-time position will range between **€1.666 and €2.500**, depending on the candidate's qualifications and experience. Employee contributions to the governmental funds will be deducted from the above amount. The positions include a 13th Salary bonus in the above amount. The standard working hours are 38 per week.

Job opening: Special Scientist (Executive Secretary)

The Quantum Computing for Science and Technology (QSciTec) Center of Excellence (CoE) is a newly established research center at the University of Cyprus being developed in collaboration with the University of Padova, Italy, and the Research Center Jülich, Germany. It is funded through the European Commission's Teaming for Excellence initiative. The CoE's research focuses on areas such as quantum algorithms and methods, quantum control, quantum materials with applications across scientific and engineering domains.

Position Overview

The successful candidate will play a crucial role in supporting the PI and Director of the CoE and the CoE's personnel as well as at the initial stages engage the Public Engagement offices of the QSciTec CoE. The Executive Secretary will be responsible for managing the day-to-day administrative operations of the organization. This role involves handling a wide range of administrative tasks, including office management, coordination of meetings and events, maintaining records, and supporting senior management with various projects.

Main Duties and Responsibilities

- Manage the daily, weekly, and monthly agenda, schedule meetings and appointments.
- Maintain and update contact information for employees, customers, suppliers, and external partners.

- Develop and manage an efficient filing system, including the maintenance of media coverage records and other organizational documentation.
- Prepare and manage social media communications, promoting the CoE's activities and ensuring the effective dissemination of information.
- Assist in the organization of events and activities, including workshops, seminars, and other initiatives.
- Plan and organize meetings, taking detailed minutes and distributing them to relevant stakeholders.
- Organize and manage travel arrangements for staff and external partners.
- Keep accurate records of project reports and deliverables.

Qualifications

- Bachelor's degree in any subject. A degree in science, engineering, economics, business or related will be considered an advantage.
- Master's degree in any subject will be considered an advantage.
- Proven experience in administration or in a similar role will be considered an advantage.
- Familiarity with office organization and management practices, including filing systems and documentation.
- Multi-tasking and time management capability.
- Proficient in Microsoft Office (Excel, Word, PowerPoint) and other office management software.
- Fluent in Greek and English, both written and spoken; additional languages will be considered an advantage.
- Excellent interpersonal and communications skills.

The ideal candidate is expected to:

- Be able to work in a dynamic and multicultural environment.
- Be able to work in a fast-paced setting, managing pressure, prioritizing tasks, and organizing activities effectively.
- Demonstrate ethical and professional conduct, with a commitment to confidentiality and integrity in handling sensitive financial matters.
- Be proactive and resourceful, able to identify areas for improvement and implement effective solutions.
- Be a team player with the ability to collaborate across departments and contribute to a positive workplace culture.

Interested candidates must submit their application at <https://applications.ucy.ac.cy/recruitment> including all documents listed below no later than November 15th 2024.

- Detailed Curriculum Vitae (including contact details).
- A cover letter in English.
- Three names of references who can provide confidential evaluation letters.
- Scanned or electronic copies of degree certificates and relevant qualifications.

For further information, please contact Prof. Constantia Alexandrou (alexand@ucy.ac.cy) and Dr. Georgios Christodoulou (christodoulou.georgios@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.

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.

Data protection statement

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).

Equal Employment Opportunity Statement

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.

The filling of the position is subject to the availability of funding.