



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

Title: Special Scientist (Research and Innovation Support personnel)

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 the possibility of prolongation of up to two years. The monthly gross salary for this full-time position will range between **€2.916 and €3.583**, 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.

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

We are seeking to recruit the first administrative staff of the CoE to start in January 2025. We are inviting applications for the lead personnel for the Research and Innovation Support office of the CoE. The selected candidate will play a key role in identifying appropriate research initiatives, managing collaborations, and ensuring the smooth execution of research and innovation projects. They will aid research staff in the formulation of proposals and support them during proposal writing. They will oversee communication with project partners, ensure the timely delivery of project outputs, and support the financial and administrative aspects of projects.

Duties and Responsibilities

- Coordinate and manage the daily operations related to research and innovation, ensuring they are executed on time.
- Serve as the primary point of contact with internal and external project partners, maintaining effective communication and collaboration.
- Prepare and submit all project related deliverables and reports.
- Plan and organize project-related events such as workshops and seminars.
- Monitor the financial status of research and innovation projects, including budgeting, expenditure tracking, and financial reporting, ensuring adherence to funding guidelines.
- Identify appropriate calls for proposals and assist in the preparation of grant applications and manage administrative tasks related to research projects.
- Work with the Research Support Department of the University to maximize synergies and alignment of actions.

Qualifications

- PhD degree in the areas of Physics, Computer Science, Mathematics, Engineering or in a related field.
- Minimum of 2 years of experience in research project coordination, management of EU projects, innovation support, or related roles.
- Familiarity with research funding programs and frameworks, particularly with EU funding (for example Horizon Europe).
- Strong organizational, communication, and project management skills.
- Excellent interpersonal skills and the ability to work with multidisciplinary teams.
- Fluency in English (both written and spoken).
- Excellent time management and the ability to work under pressure to meet deadlines.
- Ability to multitask and change priorities with minimum supervision.

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 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.
- Be polite and have a pleasant personality.

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.
- Names of three references who will 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).

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.