



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

Title: Special Scientist (Human Resources Officer)

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 **€2.333 and €3.116**, 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 (Human Resources Officer)

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 Human Resources office of the CoE. The selected candidate will play a key role in managing the Human Resources (HR) development and operations of the CoE. This individual will work closely with the HR department of the University and the Teaming partners and be responsible for implementing HR policies and procedures, handling recruitment and selection processes, managing employee relations, overseeing performance management, and ensuring compliance with employment laws and regulations. Additionally, the HR Officer will provide guidance to foster a supportive and efficient work environment, contributing towards a positive workplace culture while advancing the organization's strategic goals.

Main Duties and Responsibilities

- Develop job descriptions, job specifications, and post job openings at various recruitment channels.
- Provide guidance and support to employees on HR-related matters.
- Support managers in conducting performance reviews.
- Foster a positive work culture and enhance employee engagement.
- Monitor training needs and plan appropriate training programs.
- Identify areas for employee development and provide related support.
- Implement initiatives to promote employee well-being and work-life balance.
- Maintain employee records and ensure data accuracy.
- Manage HR-related software systems.
- Ensure compliance with employment laws and regulations.
- Develop and update HR policies and procedures.
- Communicate University policies to employees, ensuring understanding and compliance.
- Monitor adherence to University policies, correct divergences and recommend improvements.

Qualifications

- Bachelor's degree in any subject.
- Master's degree in Human Resource Management or a related field.
- Experience in managing the employee life cycle, including recruitment, training and development, evaluation, and termination.
- Excellent knowledge of Cyprus labor legislation and European employment, gender equality, and anti-discrimination laws.
- Proven ability to successfully lead and complete projects.
- Experience in hiring researchers on EU funding programmes (for example Horizon H2020 or Horizon Europe) will be considered an advantage.
- Experience in quality assurance policies, processes, and procedures will be considered an advantage.
- Familiarity with the development of policies, procedures, and employee manuals/handbooks will be considered an advantage.
- Experience using HR-related software for data management and reporting will be considered an advantage.
- Fluent in English, both written and spoken.

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 HR 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) 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.