

KIOS RESEARCH AND INNOVATION CENTER OF EXCELLENCE

Administrative Support Staff Position

Director of Administration

Title	: Director of Administration (Special Scientist)
No. of Positions	: One (1)
Category	: Employment contract
Location	: University of Cyprus, Nicosia, Cyprus

The **KIOS Research and Innovation Center of Excellence** (www.kios.ucy.ac.cy) at the University of Cyprus is accepting applications for the position of Director of Administration (1 position) for full-time employment. The successful candidate should have strong leadership skills and will be responsible for the smooth and efficient operation of the Center. Applicants are expected to have physical presence at the KIOS CoE in Nicosia, Cyprus.

University of Cyprus

The University of Cyprus was founded in 1989 and admitted its first students in 1992. Within a short time, the University of Cyprus achieved international distinctions. Today, it is ranked as the 84th young university (under 50 years) and #501-600 worldwide by the Times Higher Education Rankings.

These notable distinctions are the result of dedication to continuous development. The pursuit of research excellence constitutes a key strategic objective of the University of Cyprus. Moreover, the University continually extends and upgrades its programs of undergraduate and graduate studies.

To best serve its research and educational aims, the University recruits high-caliber academic staff who can make significant contributions to the development of internationally competitive research projects and to the design and delivery of new curricula.

Who we are:

The **KIOS Research and Innovation Center of Excellence** is the largest research center at the University of Cyprus and in 2017 was upgraded to a European Research Center of Excellence through the KIOS CoE Teaming project. Currently, the Center employs more than 180 people who are supported by externally funded research and innovation projects.

KIOS provides an inspiring environment for carrying out top level research and innovation in the area of Information and Communication Technologies, with emphasis on the Monitoring, Control and Security of Critical Infrastructures. Such infrastructures include power and energy systems, water networks, transportation networks, telecommunication networks and emergency management and response. The Center instigates interdisciplinary interaction and promotes collaboration between industry, academia, and research organizations in high-tech areas of global importance. The KIOS CoE operates in a diverse environment as an equal-opportunity employer.

Job details:**Short Description – Duties and Responsibilities:**

The successful candidate is expected to:

- Oversee the day-to-day operations of the Center.
- Monitor the finances of the Center.
- Oversee the human resources of the Center including recruitment, training, and development of personnel.
- Develop and maintain relations and agreements with the KIOS Innovation Hub Partners.
- Monitor the Center's physical and computing infrastructures.
- Develop and monitor Standard Operating Procedures (SOPs) and Key Performance Indicators (KPIs) relevant to the administration and management of the Center.
- Contribute to the development and monitor the implementation of the KIOS Strategic Plan.

Required knowledge:

- Administration and Management: advanced knowledge of business and management principles involved in people-management, project coordination, strategic planning, business relations and development, risk management, resource allocation and coordination.
- IP and Entrepreneurship: advanced knowledge of managing IP and entrepreneurial processes.
- Engineering and Technology: Understanding of the use of science, engineering, and technology in solving practical problems.
- Strong knowledge of EU and local legal system and relevant regulations pertaining to the activities of the Center.
- Excellent knowledge of both the Greek and English languages.

Required skills and abilities:

The ideal candidates must exhibit strong leadership skills, analytical and strategic thinking abilities, excellent management, and project coordination skills. Must possess organizational, self-management, communication, and interpersonal skills, be a team player, and have complex-problem solving abilities. Be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to specific problems. Further, to be goal-oriented, take the initiatives, make decisions and have the quality of being reliable and trustworthy, have self-discipline, qualified to demonstrate a commitment to carrying out responsibilities, and be devoted to ethical principles.

Qualifications and Experience:

- Bachelor's and Master's degree in Business or Natural & Applied Sciences or Engineering or Social Sciences or other related field from an accredited institution.
- Minimum 10 years of experience in a position with similar duties and responsibilities.

Employment Terms:

Each position is on a contract basis. Initially, a two-year contract with a 6-month probation period will be offered, which is renewable based on performance. The gross monthly salary depends on the candidate's qualifications and experience and will be between €4500 - €6500. From this amount, employee contributions to the Cyprus government funds will be deducted. A 13th salary bonus is incorporated in the monthly salary. Maternity leave will be granted based on Maternity Protection Law 1997(N.100(I)/1997), and the existing amendment laws.

Application:

Interested candidates should submit the following items online through the link:

<https://applications.ucy.ac.cy/recruitment>

- Cover letter explaining the interest of the applicant in pursuing a career at the KIOS CoE, along with employment availability date.
- Short summary of prior work experiences, activities and accomplishments (can be combined with the cover letter) (2 pages maximum)
- Copies of transcripts of BSc/MSc/PhD or other degree(s)
- A detailed curriculum vitae in English or in Greek
- Identify at least two referees that can provide reference letters.

The University of Cyprus will collect and process all candidate 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.

The applications should be submitted as soon as possible, but not later than **Friday, 3rd of November 2023, at 5 pm**. The evaluation of the applications will begin immediately. At least the best three candidates that satisfy the required qualifications will be interviewed by the Selection Committee. Candidates will be informed of the result of their application by the KIOS CoE.

For more information, please contact the KIOS Center of Excellence, by phone at +357 22893451 or via e-mail at kioshiring@ucy.ac.cy.