

Job Posting: R&I Projects Officer – Limassol

Details

Job Title	R&I Projects Officer
Office	DMTC Limassol
Reports to	Head of the DMTC and RIS Service Director
Status	Full-time
Location	Limassol – Campus

Context

The Research & Interconnection Service (RIS) acts as an effective in-house consulting and implementation support service that facilitates the Research and Innovation activities of the University’s academics and researchers, as well as promotes and drives the Technology Transfer and Interconnection goals of the University with the local community and other Universities and Research Organizations in Cyprus and abroad. The core responsibility of the specific Research & Innovation (R&I) Office is to support the academic and research personnel of the University to apply for, participate and implement high quality R&I projects or other activities (through Frederick University and Frederick Research Center), mainly externally funded by national and EU competitive programs.

Significant progress is been achieved by the University faculty and researchers in attracting funding for the implementation of R&I as well as Erasmus/Education projects, thus creating increased requirements for the effective administration of these projects as well as potential for exploitation of their results.

The Department of Maritime Transport and Commerce at Frederick University is a leading academic and research centre focused on the maritime and commercial sectors. It has a strong track record in international research collaboration, professional training, and engagement with industry and society.

The Department actively involves BSc, MSc, and PhD students in all phases of research — from proposal development to implementation and monitoring. It participates in projects funded by programmes such as Erasmus+, Interreg, EU-CEF, EU-UCPM and RESTART, and regularly undertakes research studies through public tenders for national and international stakeholders.

The Department has played a key role in Limassol’s selection to the EU’s 100 Climate-Neutral and Smart Cities, leading the “Sea & Coast Area” and “Smart Transition” thematics. This strategic involvement highlights its alignment with EU policy goals and its commitment to sustainable maritime development.

With a consistent output of scientific publications and active participation in European networks, the Department stands out as a regional leader in maritime education, research, and innovation.

Job Requirements and Main Activities

Under the direction of the Head of the DMTC and the supervision from the University's R&I Office, the successful candidate is expected to work as an R&I Projects Officer, supporting the attraction and effective administration of the externally funded projects of the Department of *Maritime Transport & Commerce (DMTC)*, as well as managing the potential dissemination and exploitation of their results. The main activities to be performed are:

Research & Innovation Proposals Preparation

1. Assistance to DMTC faculty for the preparation and management of proposals and tenders for funding applications to EU and national programs;
2. Support to DMTC faculty in shaping the budgets of proposals, so that they comply with the regulations of the respective Programs and the University;
3. Organise information sessions and trainings on the principles of EU/national proposals development and on funding opportunities;
4. Search for partners and monitor network and partnership relations.

Research & Innovation Projects Administration

1. Support project coordination and administration of specific projects assigned to her/him by the Head of DMTC;
2. Administrative support and training of faculty members and researchers in matters of understanding and applying the rules of project funding programs and of the University;
3. Liaise regularly on admin project related matters with the respective faculty members and researchers & maintain appropriate communications channels to able to support them;
4. Keeping up to date accurate information on projects implemented and file keeping of project contracts, partnership agreements and relevant correspondence of the projects;
5. Compile and submit project financial reports in cooperation with the RIS accounting officer using the relevant on-line programs' portals as required;
6. Take accountability for tracking/reporting of project/programme metrics, including budgeting and financial progress reporting;
7. Building industry relationships and maintaining relationships with key stakeholders within the respective research/finance offices of the partner academic institutions.

Communications & Other Activities

1. Coordinating the DMTC research Committee, updating the strategy, tracking and monitoring KPIs;
2. Support in the organisation of Projects related outreach activities;
3. Support with identifying and recording of research results with potential for exploitation;
4. Implementation of other tasks related to the R&I Office activities assigned by the RIS Director;
5. Monitoring and regular updating of research teams' and projects' info and activity on University/project websites and other social media (in cooperation with the communications office);

Qualifications/Experience/Skills

- A degree or equivalent qualification, or substantial relevant experience that demonstrates high order literacy, numeracy and analytical skills. Possession of a Maritime related degree or a postgraduate degree is considered an additional advantage;
- Experience in proposals development for EU and/or national R&I funding programs and relevant work experience with projects administration and financial management;
- Ability to manage a varied and demanding workload, including planning effectively, prioritising work and meeting deadlines;
- Ability to maintain productive working relationships across departments and specialist groups;

- Excellent English written and oral communication skills, with the ability to influence, persuade and advise others on technical concepts, regulations and procedures;
- Very good command of Greek language;
- Ability to analyse, evaluate, interpret, and report on complex information;
- Commitment to providing a high standard of service;
- Interpersonal skills and team spirit as well as adaptability to different types of actors

Compensation & Benefits

Work in a respectful, diverse, inclusive and creative academic environment. The annual salary is within the €18,000 to €22,000 (gross) range, depending on qualifications and experience. Subject to continuous employment for more than a year, other benefits apply as per internal University rules (13th salary and option to join the provident fund).

Application

Interested applicants should submit the following:

1. A statement expressing their interest and reasoning on their suitability for the position
2. An updated CV in English

Applications should be sent electronically to hr@frederick.ac.cy by the 18th of May 2025 with Reference: "R&I Projects Officer-Limassol Job Application".