

## Job Posting: R&I Projects Officer

### Details

<b>Job Title</b>	R&I Projects Officer
<b>Office</b>	Research & Innovation
<b>Reports to</b>	Director, Research & Interconnection Service
<b>Status</b>	Full-time
<b>Location</b>	Nicosia - 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 Centre), mainly externally funded by national and EU competitive programs.

Significant and steady 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. Furthermore, Frederick University is proud to have become a member of EU-Conexus Plus ([www.eu-conexus.eu](http://www.eu-conexus.eu)), one of the successful European Alliances Universities sponsored by the European Union. Our participation in EU-Conexus calls for the development and implementation of more R&I projects among the nine universities of the alliance and beyond.

### Job Requirements and Main Activities

The successful candidate will be expected to work as a Projects Officer in the R&I Office, supporting the attraction and effective administration of the externally funded projects of the University, as well as facilitating the potential exploitation of their results. The main activities to be performed are:

#### Research & Innovation Proposals Preparation

1. Assistance to University members for the preparation and management of proposals and tenders for funding applications to EU and national programs;
2. Support to University members 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 partnership relations;
5. Participate in the Project Development Support Office activities of EU-Conexus;
6. Updating of RIS database with University proposals and partnerships.

#### Research & Innovation Projects Administration

1. Keeping up to date accurate information on projects implemented and file keeping of project contracts, partnership agreements and relevant correspondence of the projects;
2. Continuous monitoring, processing and analysis of data and KPIs related to projects' activities and preparation of the required reference reports for internal and external bodies;
3. 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;

4. Liaise regularly on admin project related matters with the respective faculty members and researchers & maintain appropriate communications channels to able to support them;
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 and maintaining relationships with key stakeholders within the respective research/finance offices of the partner academic institutions to ensure accurate and timely reporting.

#### Communications & Other Activities

1. 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);
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.

#### Qualifications/Experience/Skills

- A degree or equivalent qualification, or substantial relevant experience that demonstrates high order literacy, numeracy and analytical skills. Possession of 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 customer 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 two years, other benefits apply as per internal University rules (13th salary from year 3 and option to join the provident fund from year 4).

#### 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 [research@frederick.ac.cy](mailto:research@frederick.ac.cy) by the 12<sup>th</sup> of March 2023 with Reference: "R&I Projects Officer Job Application".