



UNIVERSITY OF CYPRUS
FOSS RESEARCH CENTRE FOR SUSTAINABLE ENERGY
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
VACANCY

Project Management/Administrative Support

Application Code: FOSS2018SS-08

FOSS Research Centre for Sustainable Energy, University of Cyprus, is looking to recruit enthusiastic and highly motivated people for project management and administrative support for its rapidly growing portfolio of externally funded projects. FOSS has already received in excess of 18 MEuros in research funding from the European Union, International Industry and National Funding Agency and is currently employing more than 40 people.

DUTIES AND RESPONSIBILITIES

The successful candidate will have the following duties and responsibilities:

- Project Management
- Support with cost statements
- Administrative support
- Contribution to the dissemination of results and in educational activities.

REQUIRED QUALIFICATIONS

- First Degree (with at least a 2.1 class or equivalent) in any discipline.
- Very good command of the Greek and English languages.
- Good knowledge of Excel or other similar tools.

EMPLOYMENT TERMS

The monthly employment cost for full time employment (140 hrs/month) is in the range of €1200 2800 (€8,57/hr - €20/hr). From this amount employer and employee contributions to the various Government Funds as well as any income tax will be deducted. The salary can vary depending on experience, qualifications, and specific duties.

Interested candidates should submit the following:

1. letter of interest for the position
2. full cv
3. copies of degrees and transcripts
4. name and contact details of two referees for recommendation letters.

by email to the following addresses: geg@ucy.ac.cy and foss.vacancies@gmail.com by **Monday 5th November 2018**. The application must include the application code FOSS2018SS-08.

For more information please contact: Prof. George E. Georghiou (Tel: +357-22892272, email: geg@ucy.ac.cy)

The Greek version can be found at http://www.foss.ucy.ac.cy/pdf/vacancies/FOSS2018SS-08_gr.pdf

More information about our activities can be found at www.foss.ucy.ac.cy