

## KIOS RESEARCH AND INNOVATION CENTER OF EXCELLENCE

### Special Scientist for Research – Proposal Development Coordinator

<b>Title</b>	: Special Scientist for Research (Proposal Development Coordinator)
<b>No. of Positions</b>	: One (1)
<b>Category</b>	: Employment contract
<b>Location</b>	: University of Cyprus, Nicosia, Cyprus

The KIOS Research and Innovation Center of Excellence ([www.kios.ucy.ac.cy](http://www.kios.ucy.ac.cy)) at the University of Cyprus announces one (1) Special Scientist for Research (**Proposal Development Coordinator**) position, for full-time employment. The successful candidate will be responsible for overseeing the proposal preparation process by coordinating the Proposal Team's efforts, ensuring timely submission, efficient resource allocation, and the development of high-quality proposals aligned with project goals and funding requirements.

#### **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. The KIOS CoE operates in a diverse environment as an equal opportunity employer.

#### **What we do:**

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.

#### **Why work at KIOS:**

You will have the opportunity to work on various high-profile projects with great impact on society and the environment, not only on a local but also on a global scale.

In KIOS we strive to create a multicultural, diverse and inclusive workplace and we strongly support the continuous personnel evolvement and development, both personally and professionally, to fulfill your long-term goals. We offer internal and external professional training, covering both technical and soft skills.

#### **Job Details**

The successful candidate is expected to:

- Collect research interests and identify relevant funding opportunities according to the KIOS strategy and the research teams' interests.
- Coordinate and contribute to the proposal development process, ensuring adherence to Standard Operating Procedures (SoPs) and deadlines.

- Coordinate with Faculty to assign responsibilities, set and follow deadlines and ensure efficient resource allocation and workload distribution for proposal preparation tasks.
- Monitor proposal progress, identify risks, and implement mitigation strategies to ensure timely submissions.
- Track and report on the progress of proposal development to the KIOS Proposals Committee.
- Maintain a database of KIOS partners and their key areas of expertise to support proposal development.
- Manage and maintain a repository of previously submitted proposals, analyze the evaluation results, and provide feedback to support the retraining of Proposal Team and Faculty members.
- Be actively involved in the committees and/or subcommittees of the Center.
- Contribute actively to the training, education, and dissemination activities of the Center.

***Profile of the ideal candidate:***

- Problem solver with strong analytical skills
- Team-player as well as able to work independently
- Strong project coordination skills
- Reliable and trustworthy
- Flexible and eager to learn
- Able to adapt to a fast-paced dynamic environment
- Excellent communication, organizational and self-management skills
- Excellent knowledge of the English language

***Qualifications and Experience:***

- Bachelor's or/and Master's degree in Engineering, Science, Business Administration, European Studies or a related field from an accredited institution. A background in Electrical Engineering or Computer Engineering or Computer Science will be considered an advantage.
- Significant track record in the preparation and coordination of EU research and/or innovation successful proposals is required.

***Employment Terms:***

The position is on a contract basis. Initially, a one-year contract will be offered, with a 6-month probation period, which is renewable based on performance. The gross monthly salary depends on the candidate's qualifications and experience and will be between €3000 - €4500. From this amount, employee contributions to the Cyprus government funds will be deducted. A 13<sup>th</sup> 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)
- A detailed curriculum vitae in English or in Greek
- Copies of transcripts of BSc/MSc or other degree(s)
- Copy of an English language certificate

- Identify at least two referees that can provide reference letters

The applications should be submitted as soon as possible, but not later than **Friday, 27<sup>th</sup> of June 2025, 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 a 3-member Selection Committee. **Candidates will be informed of the result of their application by the KIOS CoE.**

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 and submission of application implies acceptance of this condition.

**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).**

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.

For more information, please contact the KIOS Center of Excellence, by phone at +357 22893460 or via e-mail at [kioshiring@ucy.ac.cy](mailto:kioshiring@ucy.ac.cy).