



Scientific Coordinator of the Solar Energy and Desalination Group

Closing date: 30th June 2015

The Cyprus Institute (Cyl) is a European non-profit science and technology institution based in Cyprus with a local and regional mission. The research program of the Cyprus Institute is pursued mainly through its three research centers: the Computation-based Science and Technology Research Center (CaSToRC), the Science and Technology in Archaeology Research Center (STARC), and the Energy Environment Water Research Center (EEWRC). Considerable cross-center interaction is a characteristic of the Institute's culture.

The Cyl invites applications for a **Scientific Coordinator** position from professionals with strong administrative, organizational and communication skills, for the Cyl Solar Thermal Energy Chair for the Eastern Mediterranean (CySTEM – Chair) project.

The CySTEM – Chair project aims to consolidate and upgrade the already substantial activity at the Cyprus Institute (Cyl) Solar Energy and Desalination (SED) Group in Solar Energy, principally solar-thermal and related activities. This will be accomplished by attracting and installing a cluster of outstanding researchers, led by a professor of international stature to maximally utilize and upgrade the existing facilities, and pursue a program of excellence in Cyprus with local and regional focus in the region of Eastern Mediterranean and Middle East (EMME). The CySTEM –Chair is partially funded by a prestigious EU ERA – Chair award of 2.5 Million Euro, five year grant.

The principal focus will be on Concentrated Solar Power (CSP) technologies for electricity production, desalination, air conditioning and heating, either in isolation or in multi-generation modes. The Chair shall be embedded in Cyl's Energy Environment and Water Research Centre (EEWRC), a Centre with intense activity in climate change (and adaptation strategies), water management, and sustainability. Cyl, being a technologically orientated research and educational institution, will provide the CySTEM Chair the opportunity to contribute to other related important activities of techno-economic nature, such as the definition of a road map for RES (and Solar in particular) development in the area in light of the recent discoveries of substantial Natural Gas deposits in the Eastern Mediterranean.

Position Description

Under the supervision of the Principal Investigator, and in coordination with the rest of the SED group, the Scientific Coordinator for the CySTEM project will take responsibility for supporting and coordinating all project-related activities. This includes in addition to administrative matters, engagement in the strategic development of the project portfolio and the research agenda of the appropriate research unit (EEWRC). The successful candidate is expected to drive the development of the CySTEM chair under minimal guidance.

The candidate should have a scientific and administrative background suitable for the initiation and administrative management of scientific projects. The position requires a proactive, creative, independently thinking person with keen interest for promoting science and technology.

The appointment will be on a full time basis, initially for a fixed term period of two (2) years with the potential of contract renewal depending on performance and availability of funds.

Responsibilities

The successful candidate will be participating in the following:

- Project Management:
 - General responsibility of the research project's management
 - Project administration/coordination (i.e. progress & financial reporting, deliverables, communication with funding organisations)

- Proposal preparation:
 - Liaising with funding agencies, the European Commission and the National Contact Points for getting clarification on various aspects of proposal writing and the relevant regulations
 - Identification of funding opportunities
 - Aiding in the development and writing of project proposals

- Institutional tasks:
 - Identification of cooperation opportunities with potential partners and for applied exploitation of research results and innovation opportunities
 - Specialising in specific R&I management areas (project management, proposal writing) and provide training to the Cyl staff
 - Contributing in the long-term/strategic center/group planning and activities

Qualifications:

- A post graduate degree in a scientific or technical field or a BSc degree in a scientific or technical field and a post graduate degree in management
- Three (3) years previous working experience relevant to the requirements of the position
- High level of communication and interpersonal skills and the ability to operate in a multicultural/multidisciplinary environment
- High level organizational, analytical and problem-solving skills
- Excellent knowledge of oral and written English; knowledge of Greek will be an advantage.

Additional, preferred skills include:

- Previous experience in a research/academic institution
- Excellent knowledge of project management software and office IT tools
- Experience in presenting to medium and large audiences
- Project management qualification would be an advantage

Application

For full consideration, interested applicants should send a letter of interest, CV and the names of three contactable referees (all documentation should be in English) by e-mail to HR@cyi.ac.cy by **30th June 2015**. Please show the following reference in the subject heading: **EEWRC_SCSSED_15_04**. For further information, please contact Dr. Nicolas Jarraud (n.jarraud@cyi.ac.cy). Recruitment will

continue until the position is filled. ***Please note that applications without the proper reference number in the subject heading will be discarded.***