

UNIVERSITY OF CYPRUS
biobank.cy

CENTER OF EXCELLENCE IN BIOBANKING AND BIOMEDICAL RESEARCH
MOLECULAR MEDICINE RESEARCH CENTER

VACANT POSITION FOR A SPECIAL SCIENTIST (Administrative Support Staff) – PROCUREMENT AND PURCHASING OFFICER

Title: Special Scientist (Administrative Support Staff) - Procurement and Purchasing Officer

Number of positions: One (1)

Category: Contract for 2 years, with potential for renewal

Place of employment: University of Cyprus, Nicosia

The Molecular Medicine Research Center of the University of Cyprus has one opening for a Special Scientist funded by the research program: Center of Excellence in Research and Innovation - Biobanking and the Cyprus Human Genome Project (CY-Biobank), which is co-funded by the European Commission, the Republic of Cyprus, and the University of Cyprus.

Responsibilities

- A person with experience in negotiating prices and organizing purchases of material and equipment, preparing specifications and liaising with the proper University authorities for tender preparations.
- Implement effective supply chain management and a purchasing strategy.
- Communication skills to liaison with the staff and the suppliers.
- Able to derive statistics and predict upcoming needs.

Requirements

- BSc in Biological/Biomedical Sciences from an accredited institution.
- A MSc in a relevant field will be considered as an advantage.
- 3-5 years' experience in a relevant role

Terms of employment

The position will be for full-time employment with a 2-year contract, and potential for renewal. The monthly gross salary will be commensurate to qualifications and previous experience and ranges between €1700 and €2500. There is no provision for a 13th salary.

Submission of applications:

1. A letter expressing interest to the position with a brief description of qualifications (1 page).
2. A brief curriculum vitae with description of previous experience (2 pages).
3. Contact details for at least two people qualified to provide recommendation for the candidate.
4. Certificates attesting to the good knowledge of the Greek and English language, unless this is attested by the mother tongue of the candidate, or he/she is a graduate of a Greek/English school/University.

At least the best three candidates that satisfy the required qualifications, will be interviewed by a 3-member Committee.

Candidates shall be informed of the result of their application by the relevant entity.



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 application material should be sent electronically as one single pdf file to: biobank@ucy.ac.cy at the latest until September 15th, 2021.

For more information the candidates may contact the Coordinator of the project, Prof. C. Deltas, Tel.: 22-892882 or Email: Deltas@ucy.ac.cy