

UNIVERSITY OF CYPRUS
biobank.cy
CENTER OF EXCELLENCE IN BIOBANKING AND BIOMEDICAL RESEARCH
VACANT POSITION FOR A SPECIAL SCIENTIST – ADMINISTRATIVE SUPPORT STAFF

Title: Special Scientist – Administrative Support Staff
Number of positions: One (1)
Category: Contract for 2 years, with potential for renewal
Place of employment: University of Cyprus, Nicosia

The biobank.cy Center of Excellence in Biobanking and Biomedical Research of the University of Cyprus has one opening for a Special Scientist, funded by the research program: 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. Depending on needs and objectives, the funding of the position may be also from other external sources.

biobank.cy Center of Excellence

Established in 2019, the biobank.cy is developing the first Biobank in Cyprus while it aspires to fostering front-line research on human genetic diseases and offer better prospects for diagnosis, prevention and therapy, in the framework of precision medicine.

Required Qualifications:

- Candidates must hold a recognized secondary school certificate.
- Very good knowledge of the Greek and English language.
- Proven experience of at least 5 years.
- Proficiency in computer usage, particularly with software such as Microsoft Office (Word, Excel, PowerPoint, etc.).

Candidate Profile:

The candidate is expected to work in a multidisciplinary project funded by the EU and other sources and is required to show effective communication and collaboration skills, be able to take initiatives and have strong organizational skills.

Responsibilities:

- General office administration tasks.
- Organize and schedule appointments and meetings.
- Filing and Organizing Documents.
- Providing administrative support to research projects.
- Works closely with other administrative staff. Assisting with events, conferences and meetings.

Terms of employment

The position is for a two-year full-time contract with the possibility of renewal depending on funding. Funding may be from the CY-Biobank project or from projects funded from other external sources, depending on actual needs. The monthly gross earnings will range depending on qualifications from €1300-€1700. Employee contributions will be deducted from this amount. The program does not provide for the payment of 13th salary.

Submission of applications:

- A letter expressing interest for the position with a brief description of qualifications relevant to the opening (1 page).
- A brief Curriculum Vitae with description of previous experience (3 pages).
- Copies of degrees.
- Contact details of at least two people qualified to provide references upon request.
- 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 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.

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. Submission of application implies acceptance of this condition.

The application material should be sent electronically as one single pdf file to:
biobank@ucy.ac.cy at the latest until August 31st, 2024.

For more information the candidates may contact the biobank.cy Center of Excellence by phone at +357 22892815 or by email at biobank@ucy.ac.cy.