



**Position:** Assistant Administration Officer at the Resilient Society Department

**Ref No.:** ERA-AAO-RSD-48

**Category:** Full-time or part-time employment

**Location:** ERATOSTHENES Centre of Excellence, Limassol Cyprus

## **ERATOSTHENES CENTRE OF EXCELLENCE**

### **ONE (1) ASSISTANT ADMINISTRATION OFFICER POSITION AT THE RESILIENT SOCIETY DEPARTMENT**

ERATOSTHENES Centre of Excellence ([www.eratosthenes.org.cy](http://www.eratosthenes.org.cy)) of Cyprus University of Technology ([www.cut.ac.cy](http://www.cut.ac.cy)) invites applications for one (1) position at the Assistant Administration Officer level at the Resilient Society Department of ERATOSTHENES Centre of Excellence. The position is open either on a full-time (100%) or part-time employment basis. The successful candidate will work under Eratosthenes Centre of Excellence recently commenced services entitled **“Upgrading and embellishment of the warehouses of the Port Authority in Latchi in the Municipality of Polis Chrysochous into a Multipurpose area of the Sea and Culture”**, funded by Municipality of Polis Chrysochous.

ERATOSTHENES Centre of Excellence is an autonomous Centre of Excellence with Cyprus University of Technology as its sole stakeholder, specialising in earth observation, space technology and geospatial analysis. Cyprus University of Technology has a 13-year experience in earth observations and geospatial analysis. Through the “EXCELSIOR” H2020 Teaming Project (<https://excelsior2020.eu/>), ERATOSTHENES Centre of Excellence aspires to become a Digital Innovation Hub for Earth Observation and Geospatial Information by offering knowledge, responsible research, open innovation and application services capable of sustaining Cyprus’ development. ERATOSTHENES Centre of Excellence aspires to actively contribute to the European Research Area (ERA) priorities in Atmosphere and Climate, Resilient Societies and Big Earth Data Analytics, as well as to become the reference Earth Observation/Geoinformation Centre for research and innovation in the Eastern Mediterranean, Middle East and North Africa (EMMENA) region.

A core activity of ERATOSTHENES Centre of Excellence is to conduct high caliber, state-of-the-art research, both basic and applied. A central task is to acquire research funding for the Centre, to provide facilities to the researchers, and to support them to acquire funding for their research independently and via international and local

collaborations. Collaborations with industrial partners are particularly encouraged and facilitated.

### **Brief Description of the service**

*Upgrading and embellishment of the warehouses of the Port Authority in Latchi in the Municipality of Polis Chrysochous into a Multipurpose area of the Sea and Culture* aims to create an innovative technology space (e.g. educational / museum spaces) that combines the decoration of this room's interior walls with Video Walls, virtual reality and augmented reality technologies. The site will host exhibits describing the coastal history of the region and the wider Cyprus. In combination with computer graphics technologies, images and videos will be created to make unique emotions in visitors so that all the necessary knowledge will be transferred to them for the coastal area of Polis Chrysochous and Latchi.

Appropriate measures of success will be collaboratively determined based on the Centre's strategic growth plan and sustainability targets. These will be revised periodically by the Executive Committee and the Board of Directors.

### **Description of the Position**

This position concerns an Administration Officer with previous experience in developing educational / museum spaces.

### **Duties and Responsibilities**

The successful candidate will be placed in the Resilient Society Department of ERATOSTHENES Centre of Excellence, and is expected to contribute towards shaping and advancing its research and innovation agenda by:

1. Supervision of all tasks related to the installation of equipment;
2. Supervision of the Project execution in cooperation with the Architect to comply with the timetables set;
3. Management of the quality and quantity of the work to be performed;
4. Determination of specifications of the materials that will be installed in the space, such as the blackout material, guide signs, etc;
5. Undertaking any other relevant duties deemed necessary.

### **Qualifications**

1. Previous professional experience of at least ten (10) years in the construction/ management / planning / supervision of educational or museum spaces.
2. Participation in the construction of a project related to an educational or museum space worthing €100,000 or in two such projects worthing at least €50,000 each.

The appointment will be for six (6) months. The annual gross salary for the (full-time) position will range from €16196 to €26907, depending on competencies. It is noted

that there is provision for 13<sup>th</sup> salary (the cost of the 13<sup>th</sup> salary is proportionally incorporated in the monthly remuneration).

**Interested candidates must submit their application comprising of all documents listed below via email to [vacancies@eratosthenes.org.cy](mailto:vacancies@eratosthenes.org.cy), entering in the subject line: “*Application for Assistant Administration Officer at the Resilient Society Department – ERA-AAO-RSD-48*” not later than Monday 19 June 2023 at 14.00 CYPRUS TIME, which is the deadline for the submission of the applications.**

1. A letter in English stating the Department, the rank, the specialization in which he/she is interested in, as well as the date on which he/she can undertake responsibilities in case he/she is appointed;
2. *Curriculum vitae*;
3. List of previous work(s) (**with duration and cost**) relevant to the position in English;
4. Contact details;
5. Names and contact details of at least three referees who may be requested to send confidential letters of reference in English directly to ERATOSTHENES Centre of Excellence via email to [vacancies@eratosthenes.org.cy](mailto:vacancies@eratosthenes.org.cy). ERATOSTHENES Centre of Excellence may also request reference letters from independent referees of the choice of members of the appointed Evaluation Committee, if considered necessary.

For further information visit ERATOSTHENES Centre of Excellence webpage at <http://www.eratosthenes.org.cy>

It is noted that:

- For non-EU applicants a work permit will be required;
- Applications will be treated in strict confidence. All information provided will comply with the General Data Protection Regulation (GDPR) of the European Union;
- ERATOSTHENES Centre of Excellence is an equal opportunity employer;
- ERATOSTHENES Centre of Excellence does not discriminate in any way on the basis of gender, religion or belief, ethnic, national or social origin, age, physical ability, marital status and sexual orientation;
- The title of the position may be modified.



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