



**Position:** Educational Development Support Officer

**Ref No.:** ERA-EDSO-40

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

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

## **ERATOSTHENES CENTRE OF EXCELLENCE**

### **THREE (3) POSITIONS OF EDUCATIONAL DEVELOPMENT SUPPORT OFFICER**

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 three (3) positions of Educational Development Support Officer. The positions are open either on a full-time or part-time employment basis.

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 CoE 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.

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**

The successful candidate will be responsible to co-ordinate the educational activities of the Eratosthenes Centre of Excellence, performed in the framework of the Eratosthenes Technical and Professional Skills Development Program and Knowledge-Transfer/Capacity-Building Scheme. The successful candidate will be responsible for managing/administering, troubleshooting and proactively acting to support Eratosthenes employees and external stakeholders participating in educational activities.

## **Duties and Responsibilities**

- Lead and co-ordinate the development and planning of the Technical and Professional Skills Development Program, targeting both employees of the Eratosthenes Centre of Excellence as well as external stakeholders;
- Provide administrative support for the design and implementation of accredited short courses;
- Provide administrative support for the design and implementation of knowledge transfer and capacity building activities;
- Liaise with local and international organisations and networks [such as ANAD (Cyprus Human Resources Development Authority), Cyprus Ministry of Education, Academic Institutions (e.g. Cyprus University of Technology), Copernicus Academy, EUMETSAT, Space Agencies (e.g. ESA, NASA and ISA), ERASMUS+] to support the above activities;
- Ensure a consistent approach for the delivery of educational activities;
- Develop, monitor and evaluate the effectiveness of educational activities, producing reports to demonstrate performance and impact, as required, and to take quality assurance actions to improve the provided activities.

## **Qualifications**

- Bachelor Degree in Education and/or Learning and Communication and/or Science or relevant field;
- Proven work experience of at least 1-3 years in Learning/Training and Communication with a minimum of 1-3 year's relevant experience;
- MSc and/or doctorate in relevant field will be considered as an advantage;
- Good Knowledge of Quality Assurance procedures in Learning and communication and/or Professional Training;
- Good Knowledge of use of digital Media for Learning and communication and/or Professional Training;
- Excellent command of the English or Greek language, oral and written;
- Excellent communication and organizational skills;
- Strong troubleshooting and critical thinking skills;

## **Profile and Personal Attributes**

- Passion for ERATOSTHENES Centre of Excellence mission;
- Ability to work effectively under pressure, to prioritise tasks and to schedule activities effectively;
- Innovative;

- Strong interpersonal skills and ability to build excellent relationships;
- Strong attention to detail, good organization and planning skills;
- Trustworthy and committed with high integrity;
- Self-motivated to achieve targets;
- Physical presence in the designated area of employment of the Centre in Cyprus.

The appointment will be for a period of two years (24 months) with the prospect of renewal for another two years. The annual gross salary for the (full-time) position will range from €24500 to €47396, depending on qualifications. It is noted that there is provision for 13<sup>th</sup> salary which 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 Educational Development Support Officer - ERA-EDSO-40*” no later than Monday 3 April 2023 at 14.00 CYPRUS TIME, which is the deadline for the submission of the applications.**

1. A cover letter in English clearly specifying availability date for full time employment;
2. Scanned or electronic copies of degree certificates and relevant qualifications. True copies of the originals will be requested for the shortlisted candidates;
3. Detailed *Curriculum Vitae* (including contact details);
4. Full contact details of three referees (including their postal and email address). For the shortlisted candidates, the referees may be asked to submit Letters of Reference.

If you have previously applied for any position at ERATOSTHENES Centre of Excellence, a new application is required.

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 be processed in accordance with the General Data Protection Regulation (GDPR) of the European Union. Personal data shall thus be processed solely for the purpose of the selection procedure.
- The job requires that the Employee is physically present at the Centre’s premises and preferably becomes a resident in the area of employment;
- 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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