



FREDERICK UNIVERSITY

DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING AND INFORMATICS PROJECT MANAGER POSITION

Title:	Project Manager
No. of Position(s):	1
Category:	1 Year Contract (subject to renewal)
Location:	Frederick University, Nicosia, Cyprus

The Mobile Devices Laboratory (MDL) of the Department of Electrical Engineering, Computer Engineering and Informatics, Frederick University, announces one full-time:

- Project Manager: 150 hours/month – full-time

The selected candidate will mainly work and lead EU and National funded projects that the MDL coordinates. The selected candidate should have previous experience with project management as he/she will be required to handle project management, monitoring, and other administrative tasks. In addition, the position requires the candidate to be able to travel for meetings. Finally, the candidate is expected to take an active role in networking and the preparation of proposals (proposal writing).

Mobile Devices Laboratory conducts research in the domains of: Mobile Computing, Smart Systems, Web and Cloud Computing, Artificial Intelligence and Multi-Objective Optimization. Interested candidates can find more information about MDL's industry and research projects and activities on the following website: <https://mdl.frederick.ac.cy>

QUALIFICATIONS

The candidate is expected to be a highly motivated individual with proven capability to work in a demanding, multi-disciplinary research environment and eager to be actively engaged in the management and other demanding activities of European and National projects, while collaborating efficiently with the members of the MDL research team for further proposal writing. Qualification requirements include:

1. The candidate should be a Bachelor and/or MSc Degree holder (Degree in Computer Science or technology-related degree will be considered an advantage).
2. Previous Experience on the following activities relevant to EU and/or National funded projects: project management, team coordination/collaboration and research (**Strong Requirement**).
3. Coordinating and overseeing the progress of the various Work Packages and collaborating with MDL's academics and members of the administration team.
4. Generating reports to management, including progress reports and assisting in the development of deliverables.
5. Active track record in networking and preparation of proposals for further funding and communicating and coordinating with other organizations.
6. Very good knowledge of the English language.

DUTIES AND RESPONSIBILITIES

The successful candidate will need to work/lead management and administrative-related tasks for the projects that the MDL is involved in as well as contribute and coordinate proposal writing. **Moderate Travelling is required.**

EMPLOYMENT TERMS

The position is on a contract basis of 12 months – 150 hours/month – full-time, subject to renewal for another 12 months (based on performance and availability of funding). The monthly gross salary cost is equal to **€1800 – 2300 depending on qualifications.**

The remuneration package will be based on the ability to:

- Attract National and European funding
- Manage a team
- Coordinate research projects

The position does not include a 13th Salary bonus and does not include additional medical insurance coverage, other than the GHS obligatory coverage.

Interested candidates should submit **by Friday 9th of December 2022** the following items, **in PDF format, via e-mail to:** Dr. Achilleas Achilleos, com.aa@frederick.ac.cy, CC: Dr. Andreas Constantinides, com.ca@frederick.ac.cy, with subject: Application for the Project Manager at the MDL.

- i. Cover letter in which they express interest in the position with a brief review of their related work and clearly indicate the date on which they are available to assume their responsibilities.
- ii. A detailed curriculum vitae in Greek and/or in English.
- iii. Proof of their qualifications – including BSc/MSc/PhD degree(s) and detailed scores.
- iv. The names and contact details of at least two persons (non-relatives) from whom references may be requested.

Shortlisted candidates will be invited for a face-to-face or online interview.

It is noted that:

1. The Frederick University implements a policy of equal opportunities in recruitment and subsequent career stages and encourages people of both genders to apply for research and management positions at all levels.
2. The Frederick University does not discriminate on the basis of race, colour, religion, gender, nationality, age, physical ability, marital status and sexual orientation.

For more information, interested applicants may contact: Dr. Achilleas Achilleos (com.aa@frederick.ac.cy) or Dr. Andreas Constantinides (com.ca@frederick.ac.cy).