



Position: Human Resource Manager

Ref No.: ERA-HR-01

Category: Full-time employment

Location: ERATOSTHENES Centre of Excellence, Limassol Cyprus

The ERATOSTHENES Centre of Excellence (ECoE) (www.eratosthenes.org.cy) of the Cyprus University of Technology (www.cut.ac.cy) is seeking a Human Resource Manager to join its fast-growing team of passionate and enthusiastic professionals. This position is open on a full-time employment basis (100%). The Human Resources Manager will coordinate the implementation of people-related services, policies, and programs through Human Resources staff and reports to the Executive Committee regarding the Human Resource Strategy.

This position is open to everyone internationally in the framework of the EU-H2020 "EXCELSIOR" project (Excellence Research Centre for Earth Surveillance and Space-Based Monitoring of the Environment; <https://excelsior2020.eu/>; TEAMING Grant no. 857510). Through this project, the Cyprus University of Technology is establishing the ERATOSTHENES Centre of Excellence in Space Technology, Earth Observation and Geospatial Technology in the EMMENA (Eastern Mediterranean Middle East North Africa) region, in cooperation with the Department of Electronic Communications (DEC) from the Deputy Ministry of Research, Innovation and Digital Policy (Cyprus) and with EU advanced Partners the German Aerospace Centre (DLR, Germany), TROPOS (Germany) and the National Observatory of Athens (NOA-Greece).

The ERATOSTHENES Centre of Excellence is an autonomous Centre of Excellence with Cyprus University of Technology (CUT) as its sole stakeholder, aiming to become a viable, sustainable Centre of Excellence in earth observation, space technology and geospatial analysis. CUT has a 13-year experience in earth observations and geospatial analysis. Through the "EXCELSIOR" H2020 Teaming Project (2019-2026), the ERATOSTHENES CoE aspires to become an excellent Digital Innovation Hub for Earth Observation and Geospatial Information by offering education, responsible research, open innovation and application services capable of sustaining Cyprus' development. The ERATOSTHENES CoE 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.

Main Duties and Responsibilities

1. Exercise an active role in the development of the organization-wide strategy of ERATOSTHENES CoE, working towards meeting its mission goals, promote a vigorous research environment and foster inter-departmental effective collaboration;
2. Articulate the Centre's research agenda in close collaboration with its Executive Team;

3. In consultation with the Department Coordinators, the Management Structure of the ERATOSTHENES CoE and the Consortium Partners of the Excelsior H2020 Teaming Project, formulate and regularly update the Human Resource Strategy of the ERATOSTHENES Centre of Excellence;
4. Provide strategic and operational Human Resource leadership for ERATOSTHENES Centre of Excellence and advise the Executive Team on Human Resource related issues;
5. Ensure proper implementation of the Human Resource strategy and objectives; review and update the strategy as needed in line with organisation's goals and targets; generate reports, conduct analysis and provide insights;
6. Manage a process of organizational planning that evaluates company structure, job design and personnel forecasting throughout the company;
7. Establish and lead the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce, following the approval of the Executive Committee.
8. Interview management and executive position candidates; serves as part of the interview team for position finalists;
9. Conduct investigations when employee complaints or concerns are brought forth;
10. Monitor and advise to the Executive Committee as well as managers and supervisors in the progressive discipline system of the company;
11. Monitors the implementation of a performance improvement process with non-performing employees;
12. Review, guide, and approve management and Executive Committee recommendations for employment terminations;
13. Lead the implementation of organisation safety and health programs;
14. Knowledge of various employment laws and practices;
15. Maintain employee records;
16. Identify staffing needs and conduct workforce planning;
17. Administer the employees' benefits packages;
18. Act as a Brand Ambassador of the Centre;
19. Responsible for the development and delivery of Human Resource processes and systems;
20. Support the people management functions that underpin the business, namely: employee relations, compensation and benefits, reward, recruitment, talent management, training and development and performance management;
21. Support and lead well-being, learning and development activities;
22. Support and lead internal communication executions;
23. Establish and maintain the organisation's benefits schemes;
24. Establish the Human Resources Strategy for Researchers (HRS4R) for the ERATOSTHENES CoE;
25. Ensure ERATOSTHENES CoE's integrity and compliance with the legal environment at the National as well as the European level (e.g., European Code of Conduct for Research Integrity, etc);
26. Ensure conformity with the European Charter for Researchers & Code of Conduct for the personnel recruitment
27. Develop an induction plan for the new recruits.
28. Engage with government and industry bodies to raise the profile of ERATOSTHENES CoE as a research-intensive institution;
29. Ensure that the KPIs and other performance targets as set by the Centre are delivered;
30. Any other relevant duties deemed necessary.

Qualifications, Experience and Skills

1. University Degree in Human Resources or a related field;
2. Master's degree in HR, Business Administration or other related field will be considered an advantage;
3. At least 4 years of experience in a fully-functional Human Resource Generalist role, 2 of them in a managerial role;
4. Practical knowledge in the areas of the employee life cycle, including recruitment, termination and evaluation
5. Demonstrated success in driving projects forward successfully to completion;
6. Excellent knowledge of Cyprus Labour Legislation and European Legislation (e.g. regarding employment, gender equality and anti-discrimination laws);
7. Ability to operate in a fast-paced environment;
8. Fluent in English and Greek (written and spoken). Any additional languages will be considered an advantage.
9. Experience in management and reporting for public funding or EC funds (e.g. Horizon 2020 grants) will be considered an advantage;
10. Computer literacy with very good working knowledge of Microsoft Office applications
11. Excellent communication and organizational skills;
12. Ability to work in a dynamic and multicultural environment;
13. People-oriented and results-driven;
14. Polite and pleasant personality.

Profile and Personal Attributes

1. Commitment to equal opportunities and to harmonious collaboration with colleagues, associates and affiliates of all cultures and background;
2. Exercise leadership and preparedness to promote teamwork;
3. Ability to exercise tact and discretion and to display a professional attitude towards colleagues, associates, affiliates and other stakeholders;
4. Commitment to continuous professional development activities to keep the knowledge base and skills up-to-date, and to develop them further;
5. Promote ERATOSTHENES Centre of Excellence's values and objectives to colleagues and externally to ERATOSTHENES Centre of Excellence;
6. Ability to present at the Policy, Strategic and Executive levels and to handle media and press.
7. Ability to work effectively under pressure, to manage projects, to prioritise tasks, and to schedule activities effectively;
8. Passion for ERATOSTHENE'S Centre of Excellence mission;
9. Poised and confident with executive presence;
10. Ability to manifest leadership, professionalism, and interpersonal acumen;
11. All candidates are expected to be capable of serving as a trusted advisor in the areas of research leadership, standards, professional learning, management and evaluation;
12. Innovative;
13. Strong interpersonal skills and ability to build excellent relationships;
14. Team player and ready to play an important role in various tasks;
15. Adaptability, strong attention to detail, good organization and planning skills;
16. Trustworthy and committed with high integrity;
17. Self-motivated to achieve targets;
18. Adherence to National and European legal environment;

19. Physical presence in the designated area of employment of the Centre in Cyprus.

Benefits

An attractive remuneration package will be offered to the successful candidate according to qualifications and experience.

Submission and Treatment of Application

Interested candidates must submit their application comprising of all documents listed below via email to vacancies@eratosthenes.org.cy, conspicuously entering in the subject line: ***“Application for Position: Human Resource Manager”***

1. Cover letter clearly specifying availability date for full time employment;
2. Detailed *Curriculum Vitae* (including contact details);
3. A document of up to five pages explaining how the candidate’s motivations match ECoE’s aspiration:
 - *Short and long-term plan of action regarding the Centre of Excellence and the human resource strategy to be followed and implemented;*
4. Scanned or electronic copies of degree certificates and relevant qualifications. True copies of the originals will be requested for the shortlisted candidates;
5. Full contact details (including postal and email addresses) of three referees. For the short-listed candidates, the referees will 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.

Deadline for submitting the application: no later than Friday 25 September 2020 at 14.00 CYPRUS TIME. Late applications will not be taken into consideration.

Review of applications will begin immediately after this deadline and all applicants will be notified accordingly.

For general inquiries, applicants may contact the ERATOSTHENES Centre of Excellence, at vacancies@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;
- The job requires that the Human Resource Manager is or becomes a resident in the area of employment;
- The ERATOSTHENES CoE adopts an equal opportunity policy at recruitment and the subsequent career stages and encourages both genders to submit an application for all levels of Academic and Administrative Staff;

- The ERATOSTHENES CoE 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 employment of the successful candidate will start upon approval of the contract amendment for including ERATOSTHENES CoE as a new partner in the “EXCELSIOR” H2020 consortium.

CONSORTIUM



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 857510



This project has received funding from the Government of the Republic of Cyprus through the Directorate General of the European's Programmes, Coordination and Development