



**Position:** Facilities, Building Infrastructure and Procurement Officer

**Ref No.:** ERA-FBIPO-04

**Category:** Full-time employment

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

The ERATOSTHENES Centre of Excellence (ECoE) ([www.eratosthenes.org.cy](http://www.eratosthenes.org.cy)) of the Cyprus University of Technology ([www.cut.ac.cy](http://www.cut.ac.cy)) is seeking a Facilities, Building Infrastructure and Procurement Officer to join its fast-growing team of passionate and enthusiastic professionals. This position is open on a full-time employment basis (100%).

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. To manage the delivery of services regarding building, facilities, infrastructure and procurement procedures of ERATOSTHENES Centre of Excellence;
2. Organising or assisting in the preparation of technical specifications, tender documents and other contract-related documentation;

3. To handle the procurement process and ensure that all purchasing activities comply with relevant policies and regulations;
4. To maintain accurate records of purchases;
5. To collaborate with key stakeholders to collect necessary information and ensure clarity of the tender specifications;
6. To handle communication with suppliers and external vendors;
7. To liaise closely with external associates such as advisors, auditors, banks, etc;
8. To undertake duties related to reporting and accountability for projects as well as dissemination activities, as required;
9. To formulate and regularly update the ERATOSTHENES Centre of Excellence Centre infrastructure and procurement strategy in consultation with the Executive bodies of the Centre;
10. To lead and manage the end-to-end delivery of high quality consistent and stable infrastructure, building and facilities services across the Centre, taking into account available resources and possible risks;
11. To work in close collaboration with Department Heads to ensure that all technical resources, infrastructure and requirements are properly planned and addressed;
12. To monitor resources to ensure their alignment to the CoE strategic planning and priorities and consistently meeting deadlines;
13. To ensure that all statutory, mandatory and proactive maintenance is planned and effectively undertaken;
14. To liaise with relevant system providers, owners, service delivery executives and technical staff to verify technical requirements and ensure demands are met in line with agreements.
15. To ensure that all appropriate records, building plans and other relevant information is appropriately managed;
16. To deliver a consistent, high quality operational service whilst supporting project requirements;
17. To proactively share knowledge with other colleagues, updating and documenting procedures and current standards, as well as recommending and adopting good practices;
18. To define and implement appropriate measures and controls across the CoE to ensure its seamless operation regarding its facilities, buildings and infrastructure;
19. To design and maintain the Centre's inventory of properties;
20. To Identify for inclusion on a forward maintenance register, any structure, fabric, plant, system or equipment that is no longer fit for purpose, obsolete or does not meet standards/requirements;
21. To manage and co-ordinate shutdowns for maintenance, refurbishment and newly-build projects or buildings liaising with a wide range of professionals;
22. To bring to the attention of the Designated Maintenance Manager any non-conformities or exceptions in a timely manner, identifying suitable mitigation measures and where appropriate identify issues for inclusion in the departmental risk register;
23. To support the competent team of the CoE in developing and implementing energy improvement schemes;
24. To ensure the ERATOSTHENES Centre of Excellence'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);
25. To engage with government and industry bodies to raise the profile of ERATOSTHENES Centre of Excellence as a research-intensive institution;
26. To perform any other relevant duties deemed necessary.

### **Qualifications, Experience and Skills**

1. A Degree or Master in Engineering, Economics, Financial Management or any other related field;
2. Have demonstrable experience of managing varied workloads and conflicting priorities.
3. Experience in management and reporting for public funding or EC funds (e.g., Horizon 2020 grants) will be considered an advantage;
4. Self-motivated with an ability to take initiative and work independently;
5. Strong organisational skills;
6. Very good analytical skills coupled with attention to detail;
7. Good communication and negotiation skills;
8. Computer literate;
9. A current car driving license.

### **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 team work;
3. Excellent problem solver and communicator within the organisation, as well as with other public and private organisations;
4. Highly organised and able to prioritise tasks, schedule activities effectively and optimize ways to deliver the expected results in time;
5. Ability to manage planning and execution of projects under pressure and deadlines;
6. Able to facilitate activities across a diverse range of people can work well in a team structure;
7. Expected to be capable of serving as a trusted advisor to the competent bodies of the ERATOSTHENES Centre of Excellence in the areas of Facilities, Building, Infrastructure and Procurement;
8. Ability to exercise tact and discretion and to display a professional attitude towards colleagues, associates, affiliates and others;
9. A commitment to continuous professional development activities to keep the knowledge base and skills up-to-date, and to develop them further;
10. Promote ERATOSTHENES Centre of Excellence's values and objectives to colleagues and external counterparts;
11. Ability to present at the Policy, Strategic and Executive levels of the Centre;
12. Ideal candidates for the position should be conspicuously passionate about ERATOSTHENES Centre of Excellence mission; poised and confident with executive presence; manifest leadership, professionalism, and interpersonal skills;
13. Adherence to National and European legal environment;
14. 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](mailto:vacancies@eratosthenes.org.cy), conspicuously entering in the subject line: **“Application for Position: Facilities, Building Infrastructure and Procurement Officer”**

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 building and procurement strategy to be followed and implemented;*
4. Scanned or electronic copies of academic and professional qualification certificates. True copies of the originals for the documentation submitted will be requested by all the shortlisted candidates;
5. Full contact details (including postal and email addresses) of three persons that are able to provide reference for the applicant/candidate. Short-listed candidates, will be asked to provide Letters of Reference.

Previous applications with regards to other/previous job vacancies already submitted to the Eratosthenes CoE will not be taken into account.

Please note that a new application has to be submitted for the above position.

**Application Submission Deadline: All applications should be submitted 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](mailto:vacancies@eratosthenes.org.cy)

Please note:

- For non-EU applicants a Cyprus work permit is mandatory;
- Applications will be treated in strict confidence. All information provided will comply with the General Data Protection Regulation (GDPR) of the European Union;
- The terms of employment require that the appointed person 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 applications from male or female applicants for all positions 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 EXCELSIOR H2020 contract amendment for including ERATOSTHENES CoE as a new partner in the “EXCELSIOR” H2020 consortium.

## CONSORTIUM



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