

## JOB ANNOUNCEMENT

**Cyprus Seeds** is looking to recruit a **Project Coordinator** for part-time OR full-time employment. The main project to be managed is the PHAETHON Teaming Project, which aims to upgrade the FOSS Research Centre for Sustainable Energy of the University of Cyprus to an autonomous and self-sustained Center of Excellence (CoE).

Cyprus Seeds is the Innovation partner in the [Phaethon Teaming Project](#) and its main deliverables, over the next 6 years are:

1. Establish the Technology Transfer Office and The Innovation Hub at the CoE.
2. Launch an Entrepreneurship Training program for start-up creation and IPR protection.
3. Introduce a “Mentoring for Mentors program”.
4. Connect the CoE and its researchers with the industry, international incubators, and private investors.
5. Initiate networking activities, including participation in international networks, for the CoE researchers.

### About Cyprus Seeds:

[Cyprus Seeds](#) is a not-for-profit private company, with the vision to commercialize innovative academic research and create a pipeline of Cypriot technology spin-offs. To achieve this, Cyprus Seeds runs an 18-month Program which provides grants, mentoring, training, and networking opportunities with investors in Cyprus and abroad. Cyprus Seeds has been operating for five years now and is about to complete the Third cycle of its Program. Some of its achievements are the conclusion of two Licensing agreements and the spinning out of six startups from universities and research Centres on the island.

Over and above the offering of the Cyprus Seeds program, Cyprus Seeds has recently become a partner in two flagship initiatives in Cyprus, supported by the European Commission and the Cyprus Government. These are the PHAETHON Centre of Excellence and the [DiGINN](#), which aims to create a European Digital Innovation Hub for SMES and the public sector in Cyprus.

Today, Cyprus Seeds comprises of a three-member team, who are passionate about innovating and supporting innovation in Cyprus. We have an amazing network of partners in the USA and Europe, including [The Hellenic Initiative](#) in the US, [The MIT Deshpande Centre for Technology Innovation](#), the [egg accelerator](#), [DTU Skylab](#), and [The Hellenic Innovation Network](#) of the Greeks and the Cypriots of the Diaspora in Boston.

### **The successful candidate will:**

- Be the Project Coordinator of Cyprus Seeds activities in the Phaethon.
- Oversee the progress of the project, manage Cyprus Seeds deliverables, and plan activities according to the lead partner, which is the Foss Research Center of UCY.
- Monitor the implementation of the project and the timely reporting and delivery of all project commitments to the EC.
- Contribute to the preparation of progress and financial reports to be submitted to the Project leader and the European Commission.
- Contribute to the project's dissemination, exploitation, and communication to the scientific community, policymakers, and the general public.
- Coordinate resources and liaise with the consortium partners for the successful execution of the project.
- Represent the organization in meetings, training, and events.

- Implement mitigation measures to secure the smooth implementation of the Project schedule and the timely delivery of all obligations arising from the Grant agreement.

### **Qualifications:**

- Bachelor's Degree, as a minimum.
- Previous relevant experience in coordinating HORIZON 2020 projects.
- Project management skills. A Project Management Professional (PMP) Certification will be considered as an important advantage.
- Advanced verbal and written communication and presentation skills in the English language.
- Advanced knowledge of Microsoft Word, Excel, and PowerPoint skills.
- Previous experience in innovation projects will be considered as an advantage.
- Ability to travel abroad when required.

### **Personal Characteristics:**

- Excellent communication and organizational skills.
- Excellent attention to detail with superb organizational, planning, coordination, and time management skills.
- Dynamic, flexible, and with a demonstrable feeling for innovation.
- Ability to demonstrate a commitment to carrying out his/her responsibilities and adherence to ethical principles.
- Ability to perform in multicultural environments, deliver results, meet deadlines, and work with minimum supervision.

### **What makes the position unique?**

- 13th-month salary.
- Hybrid work arrangements.
- You will collaborate and connect with researchers, universities, and national and EU public authorities.
- You will receive training from PHAETHON Advanced Innovation Partners and the Technical University of Denmark, DTU Skylab.
- Travelling opportunities and networking events in the EU.
- Opportunity to work with renowned international organizations and institutions and attend meetings in the USA and Europe.
- You will be part of a small highly motivated team, working closely and supporting each other, towards a common goal and positive change in innovation.

If you are an enthusiastic professional with the above skills and experience, please send your details CV to [ourania@cyprusseeds.com](mailto:ourania@cyprusseeds.com) no later than the **5<sup>th</sup> of July, 2024**.

For more information, contact Ourania Markou at [ourania@cyprusseeds.com](mailto:ourania@cyprusseeds.com) or 22 364 522.