



# EMME-CARE

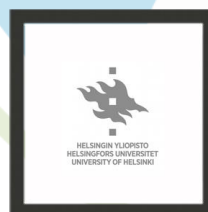
EASTERN MEDITERRANEAN  
MIDDLE EAST – CLIMATE &  
ATMOSPHERE RESEARCH CENTRE

HORIZON 2020 – WIDESPREAD-2018-01-TEAMINGPHASE2

EMME-CARE | GRANT No. 856612

## D1.3 Recruitment Procedures for (Assoc.) Director, Heads of Departments and Units

August 2020



This project has received funding  
from the European Union's Horizon 2020 research  
and innovation programme under grant agreement  
No. 856612 and the Cyprus Government



Deliverable Number	Deliverable Title	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)
<b>D1.3</b>	Recruitment for (Assoc.) Director, Heads of Departments and Units	1 – CYI	Report etc.	Public	M12

Version	Date	Changed page(s)	Cause of change	Partner
<b>V1</b>	19/06/2020	Initial Version		CYI
<b>V2</b>	20/07/2020	Amendments/ Revisions throughout document	Creation of an Updated/ Refined version	CYI
<b>V3</b>	29/07/2020	Amendments/ Corrections throughout document (mainly pg.: 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17)	Inputs/ Revisions by CARE-C RISO's HR-Office and FINANCE-&-ACCOUNTS Office	CYI
<b>V4</b>	24/08/2020	Revisions/ Refinements throughout document	Creation of Version to be Reviewed by EMME-CARE-Coordinator	CYI
<b>V5 (Final)</b>	27/08/2020	Revisions/ Refinements throughout document	Creation of Final Version to be Validated by CARE-C Director and Submitted	CYI

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## Introduction

The Climate and Atmosphere Research Centre (CARE-C) of Excellence, established on 1<sup>st</sup> of January 2020 under the Grant Agreement of the **“Eastern Mediterranean Middle East – Climate and Atmosphere Research” Project (EMME-CARE, H2020 GA no.856612)**. CARE-C, was created as an *upgrade* of the Atmosphere and Climate Division (ACD) of the Environment, Energy and Water Research Centre (EEWRC) of The Cyprus Institute (Cyl). Therefore, the personnel under this division were Cyl-internally transferred from EEWRC to CARE-C as of 1<sup>st</sup> January 2020. The Deliverable at hand, as per the GA, reports **on the recruitment procedures for (Assoc.) Director, Heads of CARE-C Research and Innovation Departments and Infrastructure Units** linked to Task 1.1. Governance, Autonomous -Decision-Making, and Leadership.

Four (4) Research and Innovation Departments, one (1) Research Infrastructure Unit of seven (7) labs/ research infrastructures, one (1) Director’s Office and one (1) Research and Innovation Support Operations (RISO) Unit, were established under CARE-C. To ensure fast/effective/efficient operations of the Centre from the very first day of its establishment (01/01/2020), the Interim Director of the Center and the Heads of each Department, Unit, Labs, Office, were nominated, selected and appointed from existing personnel (based on qualifications and expertise).

The strategy of the new Center of Excellence (CoE) regarding recruitment of high-level scientific profiles for key positions is two-fold:

- 1) Deploying experienced personnel that has been leading successfully the already existing Departments and Laboratories and;
- 2) Attracting international talents and experts to lead newly-developed structures within CARE-C.

The structure and temporary appointments of the new CoE (CARE-C Organogram<sup>1</sup>) have been validated by the CARE-C Management Board Members during their 3<sup>rd</sup> meeting on the 30<sup>th</sup> June 2020 (performed via teleconference due to COVID-19 restrictions).

In the framework of achieving the above strategy objectives, and in view of the rapid enlargement of CARE-C over the past year, various research, academic and research support positions have been announced<sup>2</sup>. More specifically, Faculty positions in the ranks of Assistant, Associate and Full Professor are of extremely high importance for boosting growth and development of the Centre. Currently, five (5) recruitments of faculty members are in the pipeline and will be implemented by September 2020. The positions are already advertised and the recruitment and selection procedures, as described in EMME-CARE Deliverable D2.2 “First Report on Updated HR Recruitments” (Section 1), will be followed for the selection of the successful candidates<sup>3</sup>. The new faculty members will lead their research in accordance to the policies and regulations of Cyl and they will be embedded in the CARE-C structure, under the relevant Research and Innovation Departments and based on their expertise, and with the majority assuming leading positions.

<sup>1</sup> The most recent CARE-C Organogram can be found in ANNEX I.

<sup>2</sup> In alignment with overall Cyl HR procedures, as well as the CARE HR-Office’s Functions and Procedures (EMME-CARE Deliverable D2.1)

<sup>3</sup> Faculty Job Announcements can be found in ANNEX II.

## 1. Director and Associate Director of CARE-C

**Terms of Reference:** The **Director of the Centre** bears the responsibility for leading, planning, implementing strategy, and managing the functioning, operation, and further development of the Centre. Also, the Director is responsible for drawing up the yearly budget of the centre and investment priorities, submitting it for approval to the CARE-C Management Board (MB), and overseeing its implementation. In addition, in close collaboration with the heads of the CARE-C Research departments, the Director defines the research, innovation and educational strategic planning of the centre for review by the Scientific Expert Panel (SEP) and for final approval by the Management Board. Therefore, this is a strategic position where the selected candidate should adhere to high international standards and possess both high-level scientific and managerial background, qualifications and expertise, in order to lead and develop the Centre effectively, in an innovative and structured way.

The **Associate Director of the Centre**, supports the Director in his/her responsibilities which are expected to expand rapidly in the coming years together with the continuous development of the Centre. The Assoc. Director will be de facto the proxy of the Director for any executive decision related to the Centre. Ideally, the scientific profile of the Associate Director would be complementary to the one of the Director and their managerial vision statement as aligned as possible.

**Current status:** Currently, the EMME-CARE-Coordinator, **Prof. Jean Sciare**, has been appointed as Interim Director for a period of two (2) years. The Management Board validated the appointment of the EMME-CARE Coordinator during the first MB meeting held on the 9<sup>th</sup> October 2019. This **validation as Interim Director was unanimously provided by the MB to Prof. Sciare** as per his:

- full knowledge of the EMME-CARE Project (generating CARE-C);
- ability to examine Project-progress information vis-à-vis compliance of the implemented activities with the proposed Work-Plan;
- Internationally recognized scientific expertise in Atmospheric Sciences; and
- acknowledged 5-year experience as Center Director already within Cyl, thus enabling him to secure a smooth establishment of CARE-C as an autonomous CoE within the Cyl structure.

No interim Associate Director was appointed during this two (2) year of transition period due to the lack of adequate internal profile for this position.

**Recruitment strategy:** A competitively recruited Director and Associate Director are planned to be appointed two (2) years after the establishment of the new Centre (i.e. as of 01/01/2023). The Cyl Recruitment and Selection Policy and Procedures (as described in Deliverable 2.2 Section 1 and Deliverable 2.1 – Report on the functions and procedures of the HR office, Sections 1.1.1 and 1.1.2) will be followed for these recruitments prior the completion of the two-year period.<sup>4</sup> As per the Cyl Hiring Policy and the Staffing and Recruitment Guidelines, the candidates for the Director's position will need to submit their full CV including list of publications, cover letter, vision statement and list of five (5) referees.<sup>5</sup> In addition, the final selection decision and the appointment needs to be approved by the MB and the Cyl President. According to the terms of reference for the Director's position, the Director will report to the CARE-C MB and its Chair but also to Cyl President for Cyl internal affairs.

The Director and Associate Director will be appointed for a five (5)-year term (renewable for a maximum of another term). If appointed as Director of the Centre of Excellence, the EMME-CARE Coordinator will uphold his coordinative position within the H2020 Teaming project.

Finally, once the CARE-C Director has been officially recruited, she/he will nominate the Department and Research Infrastructure Unit Heads to the CARE-C Management Board. The latter will in turn be responsible to validate and (re) appoint the proposed Faculty Members to the above leading positions for a fixed term, which coincides with the CARE-C Director's term of office (i.e. five -5- years).

<sup>4</sup> Hiring Policy and Staffing and Recruitment Guidelines in full can be found in ANNEX III.

<sup>5</sup> Example of Job Announcement can be found in ANNEX IV.



## 2. CARE-C Research and Innovation Departments

The appointments of Heads for the four (4) Research and Innovation Departments of CARE-C, are presented below. Kindly note that progress of the Departments is presented in detail in EMME-CARE Deliverable D1.4 “First Annual report on the CoE’s Operation” (and particularly it’s Section 4).

**General Description:** Research activities to be conducted under the four (4) CARE-C Departments are fully described under WPs 5 to 8, respectively, and aligned with the Scientific, Innovation, and Educational objectives of EMME-CARE. Therefore, the Heads of these Departments will be specifically assigned – in close collaboration with the Advanced Partners - the implementation of the different tasks, milestones and deliverables of the WP that is specifically related to his/her Department. As managers, they will bear the coordination and monitor regularly the progress of the research activities under their Department. They will be given a large level of autonomy in terms of resources (staff recruitment, investments) and their performance (as Department Heads) will be evaluated on an annual basis through the CARE-C Annual Activity Report to be reviewed by the CARE-C SEP.

**Profile and Recruitment procedure:** The expected profile for the Heads of Departments is typically at the rank of (senior) Faculty of international standard with proven records in terms of top scientific achievements, research team management, supervision of young researchers, and recent success in raising funds from competitive Research and Innovation calls. There will be no specific recruitment (job opening) for Department Heads. Instead, the opportunity will be given internally to our Faculty to engage as Department Heads and therefore further develop their managerial skills. They will be nominated by the CARE-C Director and appointed by the CARE-C Management Board. Mandates will be of two (2) to three (3) years and can be renewed.



### 2.1. Environmental Observations Department (EOD)

**Description:** The Environmental Observations department is an *Upgrade* of the Experimental Group of the “Atmoclima Division (ACD)” previously under the Energy, Environment, Water Research Center (EEWRC). The Head of this Experimental Group was Prof. Jean Sciare, who was (and is still “Acting”) also the EEWRC-Director.





Currently, the Environmental Observations Department (EOD) of CARE-C is structured into two groups:

- 1) “**Environmental Monitoring**” group; with aim to characterise atmospheric composition through long-term observations at remote sites across Cyprus and the EMME region, related environmental parameters and trends through continuous long-term measurements, combining ground-based (in-situ and remote sensing) observations, vertical in-situ profiling (UAVs), and satellite-based measurements.
- 2) “**Emissions and Processes**” group; with aim to analyse, through intensive experimental studies, the atmospheric loads and interactions of gaseous and aerosol pollutants in urban and remote regions of the EMME, quantify the sources, fluxes, environmental fate, and effects on air quality, climate and biogeochemical cycles.

**Terms of Reference of the Head of EOD:** The Head of EOD coordinates the overall research activities in accordance with the objectives of **WP5** (Environmental Observation Departments), and in particular:

-  Initiates and leads all activities related to the development of this Department (Department Budget monitoring, recruitment of highly qualified research staff and young international talents, ...)
-  Engages actively the department in: *i*) research and the pursuit of scientific excellence related to its Scientific Objectives, through learning-by-doing activities with short-term on-site visits, intensive

courses training at premises of Advanced Partners; **ii)** contributing to EU Research Infrastructures and international networks; and **iii)** continued participation in ongoing/new research projects with the Advanced Partners.

-  Defines the long-term monitoring strategy and field studies leveraging the EMME-CARE research facilities and the Advanced Partners.
-  Supports the implementation, exploitation and, dissemination of “research boost projects” (selected in EMME-CARE-Phase-I), which involve the Environmental Observations Department.
-  Ensures the provision of high-quality long-term atmospheric observations embedded in EU Research Infrastructures (ACTRIS, ICOS, eLTER) and international networks (GAW, BSRN, ADAGE, CTBT)
-  Develops further regional scientific capacities on atmospheric composition and actively engages regional collaborators in high quality research, leveraging the EMME Professorship Programme.

**Current Head of EOD:** With a high-calibre profile in the field, and more than twenty (20) years of experience in atmospheric chemistry, the Head of EOD is Prof. Jean Sciare, who is also the EMME-CARE-Coordinator and Interim CARE-C Director. Prof. Sciare is also the Head of three of CARE-C’s Research Infrastructures: the Cyprus Atmospheric Observatory (CAO), the Unmanned Systems Research Laboratory (USRL), and the Mobile Lab (MoLa). More information on the scientific profile of J. Sciare available at: [https://www.cyi.ac.cy/images/rescvpdf/Jean\\_Sciare-Cyl\\_CV.pdf](https://www.cyi.ac.cy/images/rescvpdf/Jean_Sciare-Cyl_CV.pdf).




**Recruitment strategy of the Head of EOD:** The current lack of available Faculty is the main reason behind the fact that EOD (as well CAO, USRL and MoLa) is under the supervision of CARE-C Director/EMME-CARE Coordinator. This is expected to evolve with the recruitment of new Faculty (before the end of 2020) having scientific expertise aligned with EOD’s research activities.

## 2.2. Environmental Predictions Department (EPD)

**Description:** The Environmental Predictions Department (EPD) is an *Upgrade* of the Modelling Group of the Atmo-Clima Division (ACD) previously under EEWRC. The Environmental Predictions Department is structured into two distinctive research groups:

- 1) The “**Model Development and Forecasting**” group that is responsible for numerical modelling and data analysis, the development of process parameterisations, the optimisation of computer codes for the latest generation High Performance Computing (HPC) infrastructure, and the pursuit of forecasting applications and;
- 2) The “**Earth System Analysis**” unit whose aim is to pursue the chain of knowledge from processes to impacts, through the analysis of observations, model studies that focus on system understanding and feedback mechanisms, scenario calculations, climate change downscaling for the EMME and Cyprus, and impact assessments.

**Terms of Reference of the Head of EPD:** The Head of EPD coordinates the overall research activities in accordance with the objectives of **WP6** (Environmental Prediction Department), and in particular:

-  Initiates and leads all activities related to the development of this Department (Department Budget monitoring, recruitment of highly qualified research staff and young international talents, ...)
-  Engages actively the department in competitive and scientifically excellent research, to enhance knowledge and modelling expertise in support of: **i)** forecasting applications; **ii)** climate projections; and **iii)** risk analyses and impact assessments.
-  Ensures the scientific excellence of this Department related to its Scientific Objectives, through: **i)** learning-by-doing activities, short-term on-site visits, intensive training at premises of Advanced

Partners; **ii)** participation and contribution to relevant EU Research Infrastructures and international networks; and **iii)** continued participation in ongoing/new research projects with the Advanced Partners.

🌐 Defines the long-term strategy, leveraging the relevant EMME-CARE research facilities and those of the Advanced Partners, towards: **i)** implementing the weather and air quality forecasting version of ICON; **ii)** integrating ICON to generate meteorological datasets for inversions; **iii)** establishing an emission analysis system at Cyl; **iv)** assessing climate change impacts in the EMME from WRF model down-scaling, as well as providing high-resolution simulations for EMME-sub-regions using ICON; **v)** developing an operational air quality and dust forecasting system with WRF and ICON, along with new forecasting products for economic sectors; and **vi)** establishing Earth System Modelling with connections to impacts and policy.

🌐 Supports the implementation, exploitation and, dissemination of “research boost projects” (selected in EMME-CARE-Phase-I), which involve the Environmental Predictions Department.

🌐 Develops further regional scientific capacities on climate projections, forecasting applications, risk analyses and impacts assessment, through actively engaging regional collaborators in high quality research, leveraging the EMME Professorship Programme.

**Current Head of EPD:** The EPD is led by Institute Prof. Johannes Lelieveld, who is also the Scientific PI of one of the EMME-CARE Advanced Partners; the Max Planck Institute for Chemistry in Mainz (MPIC), being the Director since 2000. Following up his Heading of the ACD’s Modelling Group, Prof. Lelieveld continues to lead the EPD, transitioning the move under the new CoE. Prof. Lelieveld’s affiliation with the Cyl and his appointment as Head of the relevant department is interlinked with his international profile in the field.

### 2.3. Impact and Policy Department (IPD)

**Description:** The CARE-C Impact and Policy Department is newly established (i.e. not an Upgrade from EEWRC’s ACD), and its interconnections with the rest of the Centre’s research areas are currently seen as a new research avenue, since few equivalent departments exist in Europe and none in the EMME region. The Impact and Policy department is dedicated to pursuing multi- and cross-disciplinary research on societal challenges (environmental health, food security, water availability) requiring regional and local solutions. It will develop an inclusive “dialogue forum”; a platform where national and regional stakeholders can discuss science-based practical solutions to challenges related to air quality and climate change, such as health impact assessments, the development of methodologies to support the implementation of national action plans for climate change adaptation, impact assessments for key economic sectors, and impact of mitigations scenarios with cost-benefits analyses. The activities of the IPD will also be tailored to address the needs of national and regional public stakeholders in complying with EU climate and air quality directives, as well as international protocols on climate and air pollution.

**Terms of Reference of the Head of IPD:** The Head of IPD coordinates the overall research activities of the department in accordance with the objectives of **WP7** (Impact and Policy Department), and in particular:

🌐 Initiates and leads all activities related to the development of this Department (Department Budget monitoring, recruitment of highly qualified research staff and young international talents, ...)

🌐 Engages actively the department in competitive research and the pursuit of scientific excellence, so as to: **i)** develop knowledge of environmental and climate change impacts and policies within the EMME region; **ii)** build on climate projections, risk analyses and impact assessments; and **iii)** establish and leverage the EMME Professorship Programme.

🌐 Ensures the scientific excellence of this Department related to its Scientific Objectives, through: **i)** learning-by-doing activities, short-term on-site visits, intensive training at premises of Advanced Partners; **ii)** participation and contribution to relevant National, Regional, European, and International



networks, alliances, associations, and bodies; and *iii*) continued participation in ongoing/new research projects with the Advanced Partners and/or regional stakeholders' networks.

• Defines the long-term strategy, leveraging the relevant EMME-CARE expertise and research facilities, as well as those of the Advanced Partners, towards: *i*) evaluating the direct health impact of heat extremes and air pollution with focus on urban environment, and the indirect health impacts of climate change (water/food security, spread of vector-borne diseases), as well as investigating the causes/ consequences of severe environmental pressures in combination with crises, political instability and armed conflicts; *ii*) developing methodologies to support Adaptation Plans at national level, in compliance with EU directives and international protocols, as well as extending to other countries in the EMME through the Professorship Programme; *iii*) evaluating vulnerabilities of impacts on key economic sectors (including health, agriculture, energy, tourism) at individual country level, as per the central topic of the Professorship Programme, thus leading to assessing the adaptive capacities of EMME societies; *iv*) evaluating impacts of mitigation/ adaptation scenarios with cost-benefit analyses across economic sectors, following IPCC scenarios; and *v*) integrating legal framework and policy aspects of (inter)national climate initiatives, including Cypriot and regional governments and the private sector.

• Supports the implementation, exploitation and, dissemination of “research boost projects” (selected in EMME-CARE-Phase-I), which involve the Impact and Policy Department.

• Develops further regional scientific capacities on environmental and climate change impacts and policies, through actively engaging regional collaborators in high quality research, by supporting and leveraging the EMME Professorship Programme.

**Current Head of IPD:** Due to the IPD's nature, an international profile with strong ties to decision-making actors and national authorities was needed to solidify the efforts and methodologies being designed. Therefore, the President of the Cyprus Institute, Prof. Costas N. Papanicolas, was nominated to lead the IPD (nomination pending validation by Management Board at the end of September 2020). He has been involved with The Cyprus Institute ever since its inception in 2001, and has over 35 years of experience as a researcher, educator and scientific administrator. He was part of the body of academics that participated in the 2002 Congregation which laid the foundations and defined the scope for a new Research and Educational Institution in Cyprus and served as the Principle Investigator for the feasibility study examining the establishment of The Cyprus Institute based on the prescribed directions that emerged from the 2002 Congregation. He has been a Founding Member of the Board of Trustees of the Cyprus Research and Educational Foundation (CREF) and has served as Chair of the Institute's Interim Governing Board. In 2006, after an international search the CREF Board selected Prof. Papanicolas to become the Founding President of the Cyprus Institute and CEO of CREF. Prof. Papanicolas also holds a faculty position tenured with an active research interest in the fields of Solar Energy, Applications and Policy. He has been founding member, Chair and Vice-chair in many National Advisory Bodies related to research. Since 2019, he has been appointed as Advisor to the President of the Republic of Cyprus and Special Envoy on Climate Change, and is leading the Scientific Component of the Cyprus Government Initiative for Coordinating Climate Change Action in the Eastern Mediterranean and Middle East<sup>6</sup>, launched by H.E. President Anastasiades.

## 2.4. Innovation Department (ID)

**Description:** Staffed with technological experts with international profiles, the Innovation Department will be a central component of the new centre in its function to generate and diversify revenues. It will identify the most promising innovative products/services from the Research departments and bring them to a higher Technical Readiness Level (TRL) leveraging the resources of the Research Infrastructure Units. The Department will also leverage the National Eco-Innovation Cluster to promote

<sup>6</sup> [https://www.cyi.ac.cy/images/international\\_collaborations/cy\\_climate\\_change\\_init/Work\\_Programme\\_200724.pdf](https://www.cyi.ac.cy/images/international_collaborations/cy_climate_change_init/Work_Programme_200724.pdf)

technology transfer, generate and manage IP, encourage spin-off and spin-out, and coordinate new consortia to participate in competitive innovation-oriented calls. In addition, it will support the implementation of boost projects on innovation to maximise the utilisation rate of the upgraded R&D capacities of the new Centre of Excellence and by doing so it will enhance the Centre's visibility and reputation in the innovation area and promote a robust R&D culture within the Centre that will ensure its financial stability and sustainable growth.

**Terms of Reference of the Head of ID:** The Head of ID coordinates the overall research and innovation activities in accordance with the objectives of **WP8** (Innovation Department), in particular:

- 🌐 Initiates and leads all activities related to the development of this Department (Department Budget monitoring, recruitment of highly qualified research staff and young international talents, ...)
- 🌐 Engages actively the department in competitive scientific research supporting the pursuit of excellence in Innovation, so as to: *i)* support CoE Innovation activities through KPIs monitoring, IPR, patenting, data management/ exploitation, business plans, marketization, technology transfer and technological watch (products, services, call and tenders); *ii)* contribute to the development of the National Eco-Innovation Cluster (legal framework, governance, promotion), as well as of international and regional networks (potential users' identification, clients and partners, communication, outreach); and *iii)* enhance the innovation-culture and competitiveness of the CoE through specialised training, pertinent ISO certification(s), supporting the EMME-CARE Education and Training Programme, development of innovation support services to Cypriot/ regional partners.
- 🌐 Supports the creation of the "Innovation Transfer Acceleration" Unit, and the establishment of the "Research & Innovation Support Operations" Unit.
- 🌐 Ensures the excellence of this Department related to its Innovation Objectives, through: *i)* hands-on training, short-term on-site visits, secondments and intensive training at premises of Advanced Partners; *ii)* participation and contribution to relevant National, Regional, European, and International clusters, networks, alliances, associations, and bodies; and *iii)* continued participation in ongoing/new projects, tenders or assignments, with the Advanced Partners and/or national, regional and international stakeholders' clusters.
- 🌐 Enhances the CoE's R&D capacities through "Innovation Boost Projects", by implementing, monitoring and communicating Boost Projects selected during EMME-CARE-Phase-I, as well as those to be selected during the relevant second call.
- 🌐 Defines the long-term strategy, leveraging the relevant EMME-CARE expertise and research facilities, as well as those of the Advanced Partners and/or national/regional/international clusters, towards: *i)* developing innovative atmospheric sensors, UAV products/ services, analytical services, and forecasting services (for air quality, weather, and economic sectors); *ii)* demonstrating long-term sustainability of EMME-CARE through innovation (KPIs, R&D agenda of the CoE); *iii)* developing new products and services (e.g. environmental consulting and regulation compliance); *iv)* creating and fostering strategic alliances for the further development of the national cluster in Europe and the EMME region; and *v)* developing spin-off companies.

**Current Head of ID:** As this is a newly developed Department, a CARE-C Faculty member with international background has also been appointed as Head with vast experience in utilizing innovative practices and designing novel products/services in order to drive growth. Prof. George Biskos is currently the Head of the ID. He holds an MSc (Imperial College, London) degree in Environmental Science and Engineering, and a PhD (Cambridge University) in Engineering. He has been a postdoctoral researcher at Harvard University (USA) and has held faculty positions at the University of the Aegean (Greece), at Delft University of Technology (Netherlands), and at the Cyl, where he is currently working as an Associate Professor. The research interests of Prof. Biskos fall in the broader field of aerosol science and technology, with activities ranging from designing and building aerosol

instrumentation to developing and implementing aerosol-based nanotechnology tools to produce nanomaterials for various applications. More specifically, Prof. Biskos research has resulted in a number of novel instruments that are now common practice for measuring the size and concentration of aerosol particles, while recent activities in his lab focus on further understanding and improving their performance and/or reducing their size and cost, thereby becoming more versatile and attractive to use in different environments. Finally, he has worked in a number of national (in Greece, Netherlands, and the US) and international projects, and has authored/co-authored more than 50 journal publications.

### 3. Research Infrastructures Unit

The appointments of Heads for Research Infrastructures and Facilities of CARE-C, are presented below. Kindly note that progress of the Facilities is presented in detail in EMME-CARE Deliverable D1.4 “First Annual report on the CoE’s Operation” (and particularly it’s Section 4).

#### 3.1. Atmospheric Data Centre (ADC)

**Description:** CARE-C Research Infrastructure Facilities will generate a mass volume of environmental data from observations and modelling that will need automated processing according to quality control protocols, curation and storage for further exploitation by different R&D departments and third parties. Based on the successful “SmartSMEAR” system (involving near real-time data and on-line visualisations) and the SMEAR data web portal, the Atmosphere and Climate Data Centre (DAC) will be established providing well-documented open access to observational data and related process chains and flows.

**Terms of Reference and Current Head of DAC:** DAC is a new Research Infrastructure to be established through the EMME-CARE project. Dr. Yiannis Proestos, the Head of the DAC, was directly appointed to the position based on his expertise and extensive experience on the subject, and through the Cyl-HR-procedure of Change-of-Appointment (i.e. from EEWRC ACD’s Modelling Group to CARE-C EPD’s ADC). Dr. Yiannis Proestos holds a Ph.D. in theoretical particle physics, with emphasis in computational physics (2007), from the Ohio State University (Columbus OH, USA) and is being responsible for the data curation and management of CARE-C. As a member of the Data Access Committee, Dr. Proestos facilitates and oversees the implementation of the policies regarding the Data Management Plan of CARE-C. As head of the DAC is also responsible for maintaining and keeping, in cooperation with the technical support of the Cyl HPCF administration, the data storage systems up-to-date and up to the highest standards set by the current climate modelling and atmospheric research. His most recent research interests and experience include: High performance computing and applications in atmospheric and climate science modelling, climate change impacts (e.g. vector borne disease, heat extremes, and extreme weather events), numerical weather prediction at global and regional scales (e.g. using EMAC and WRF models), air-quality modelling (WRF-Chem), atmospheric dynamics, climate and big-data analysis, and scientific geo-spatial visualization.

#### 3.2. Environmental Chemistry Lab (ECL)

**Description:** The Environmental Chemistry Lab (ECL) will be conducting EMME-CARE advanced environmental chemical analyses, and develop training and services to become a regional reference hub. ECL already participates successfully to international Laboratory Intercomparison Controls, such as those of the JRC – Joint Research Centre and of EMEP – European Monitoring and Evaluation Program. Further to these, ECL will be validated by all ISO accreditations (e.g. ISO/IEC 17043) that have now become prerequisites for (EU regulated) air quality analyses.



**Terms of Reference of the Head of ECL:** The Head of this Research Infrastructure will support the long-term atmospheric monitoring programme, including field studies, as well as the construction and long-term operation of a regional atmospheric network with high quality off-line gas and aerosol measurements. ECL will be enhanced with multi-purpose liquid chromatography time-of-flight mass spectrometry facilities to detect a wider range of organic aerosol species and tracers at high resolution, as well as the capacity for off-line GHG (flasks) measurements and bioaerosol (pollen, bacteria, spores) speciation techniques.

**Current Head of ECL:** Currently, until the construction of the new CARE-C Headquarters at Cyl Athalassa Campus, the ECL continues to fully operate at its laboratory Cyl's Novel Technologies Laboratories building. The Head of the ECL is a high-calibre Professor with extensive experience in Environmental Chemistry and Physics; Prof. Nikos Mihalopoulos. He was appointed to the position of the Head due to his expertise and qualifications and his long-standing cooperation with the Institute. Prof. Mihalopoulos is the Director of the National Observatory of Athens (Greece). He obtained a master's degree in Chemistry of Air Pollution and Environmental Physics from the University of Paris (Paris 7; 1985), and a PhD degree from the same University (1989) as a scholar of the State Scholarship Foundation (IKY). He is Professor in Environmental Chemistry at the University of Crete and since 2012. His areas of Expertise are Observational Atmospheric Chemistry and Physics, Global Biogeochemical Cycles, Chemical Kinetics, Environmental Analytical Chemistry. The last 20 years he is investigating the factors controlling gaseous and particulate pollutants levels in the Eastern Mediterranean and their impacts on air quality, human health and climate. He has participated in more than 45 research programs (in 30 as coordinator) funded by European and National agencies and acted as a member of the Organizing and Scientific Committee in 15 National and International Conferences. He has published 230 original papers in peer reviewed scientific journals (one in Nature, one in Science) and more than 500 papers in international conferences (8500 citations, h-index = 50). He is a member of the editorial board of EGU's Atmospheric Chemistry and Physics Journal (Copernicus Publications, Impact Factor: 5.6), editor of one book and six special issues and active reviewer in 30 international journals. He has been a reviewer of PhD and Habilitation Theses for foreign universities and reviewer of scientific proposals for EU, NATO and funding organizations in Greece, Germany, Switzerland, Israel, France, Germany, the UK and the USA.

### 3.3. Instrumentation and Nano Laboratory (INL)

**Description:** By integrating expertise in electronics engineering, material science, fluid dynamics and information technology, recent advances at the Instrumentation lab have led to new possibilities in the development of miniaturized, lightweight and cost-effective instruments for measuring aerosol particles and gaseous pollutants. Novel manufacturing methods (e.g., using mold-casting and 3D printing) are already employed by members of the Instrumentation laboratory for building integrated instruments for measuring the concentration and size of atmospheric aerosol particles and gas sensors. Such instruments are expected to lead the way into widespread use in ground and airborne monitoring using platforms such as balloons, UAVs, and combinations of the two. A weather simulation chamber has been built to test miniaturized sensors in real-world conditions (UAV flights in the upper troposphere).

**Terms of Reference of the Head of INL:** EMME-CARE is upgrading the INL in order to enable the development, characterisation, and testing of the most recent miniaturised air quality monitoring instruments, including systems that go beyond the current state of the art. The INL Head will be responsible to expand the laboratory's activities to include the development of miniaturised gas sensors, as well as integrated air quality instrumentation for ground-based in-situ measurements, and for remote sensing instruments.



**Current Head of INL:** The appointed Head of this Research Infrastructure, Prof. George Biskos (brief CV-note under Section 2.4 - Innovation Department), is the Scientist who in practice established the Laboratory and with his high quality research and specialised expertise in the field is the driving force for growth in the recent years. In 2018, the Laboratory's capabilities were further enhanced with the NANO2LAB strategic infrastructure project<sup>7</sup> financed under the Research Innovation Foundation (RIF) of Cyprus, even before the start of EMME-CARE Phase II.

### 3.4. Cyprus Atmospheric Observations (CAO)

**Description:** The Cyprus Atmospheric Observatory (CAO) aims to provide high quality, long-term observations on key atmospheric pollutants relevant to air quality and climate change. Located at a regional background site in Cyprus (Agia Marina Xyliatou), the station collaborates with the Department of Labour Inspection (DLI), which is in charge of the air quality network in Cyprus. The station is ideally located for documenting and contrasting long-range transported pollution from three continents (Europe, Africa, and West Asia), and dust aerosols from the two largest desert regions in the world (Sahara, Middle East). It offers on-site facilities and supportive infrastructure for research, development, and testing of technologies related to atmospheric measurements. It is equipped with state-of-the-art instrumentation jointly operated with research teams from CNRS in France, within the framework of the French Chemistry-Aerosol Mediterranean Experiment (ChArMEx) program.

CAO is part of major international atmospheric networks, such as the network of ACTRIS – European Research Infrastructure for the observation of Aerosol, Clouds and Trace Gases (supported also by the Horizon 2020 “ACTRIS2” and “ACTRIS IMP” projects<sup>8</sup>), while also being currently on the roadmap of the European Strategy Forum for Research Infrastructures (ESFRI). CAO is also a regional station in the World Meteorological Organization (WMO) Global Atmosphere Watch (GAW) program. It is the first GAW regional station in Cyprus, and the first ever, to provide the most comprehensive set of quality-controlled long-term atmospheric observations in the EMME region.

**Terms of Reference of the Head of CAO:** The CAO will be relocated to Peyia, a remote coastal location of Cyprus (next to the Akamas Peninsula national park), where readings are likely to represent more accurately regional (EMME) air pollution and background concentrations of GHG. The CAO at Peyia will become EMME-CARE's flagship environmental station for climate change and air pollution research and will be based on the SMEAR concept (Advanced Partner' Supersite). This facility will be designed to feed high quality regional data into many EU research infrastructures and international networks (e.g. EMEP, WMO, ACTRIS, ICOS, eLTER, AGAGE, BSRN) over the long term. It will also contribute to important international scientific initiatives such as the IPCC. It will provide physical access and high quality logistical support for international research teams and intensive field campaigns focusing on the EMME, thereby increasing its international profile. It will be equipped with guest accommodation and meeting rooms to enable it to be used as a training centre to help educate researchers from the EMME. Consistent with the SMEAR observation system CAO's observations will be structured within seven modules, (reflecting different atmospheric components) and will provide high quality long-term continuous observations: 1) Air quality (NO<sub>x</sub>, CO, SO<sub>2</sub>, O<sub>3</sub>). 2) GHG in-situ (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O). 3) Contaminants (HCFC/CFC, radionuclides, mercury, persistent organic pollutants). 4) Reactive gases (e.g. VOCs) and aerosol properties (chemical, physical, optical). 5) Remote sensing (GHG, reactive gases, aerosols). 6) Ecosystem-atmosphere interactions (fluxes). 7) Solar radiation. 8) Air and soil meteorology.

<sup>7</sup> <https://nano2lab.cyi.ac.cy/>

<sup>8</sup> <https://www.actris.eu/Home.aspx>

**Current Head of CAO:** CAO is already a well-established Research Infrastructure within CARE-C, with an enhanced research team supported by the EMME-CARE project. The currently appointed Head of the Cyprus Atmospheric Observatory is Prof. Jean Sciare (brief CV-note under Section 2.1 – Environmental Observations Department), who is the initiator of this Research Infrastructure Facility and has immense experience in establishing and running such research facilities. Prof. Sciare's high-level experience in the field, his qualifications and research interests are excellently positioned for the research conducted within CAO.

### 3.5. Unmanned Systems Research Lab (USRL)

**Description:** The Unmanned Systems Research Laboratory (USRL)<sup>9</sup> at The Cyprus Institute offers on-site related infrastructure for research, development, and testing of technologies related to UAVs (Unmanned Aerial Vehicles). UAVs can carry an increasing amount of sensors and fill the gap between ground-based and satellite measurements, by providing, for a very competitive cost and risk, the capacity to perform with high spatial resolution, long-term monitoring observations necessary for assessing air pollution and climate change in our region. The current mission of the USRL is to provide high-quality observations of atmospheric pollutants and other parameters relevant to air quality and climate change. Leveraging also several other Cyl and CARE-C Research Infrastructures, such as for example the INL, the ECL and the private runway and dedicated airspace at Orounta, USRL performs regular (weekly) UAV flights for testing and qualifying miniaturized sensors, in order to document and contrast long-range transported pollution from three continents (Europe, Africa, and West Asia), and dust aerosols from the largest desert regions in the world (Sahara, Middle East).

**Terms of Reference of the Head of USRL:** USRL capacities will be upgraded within four priority axes: 1) Operational fleet of UAV-sensor systems for science, 2) Development of innovative UAV solutions for atmospheric research, 3) specialized UAV products and services, and 4) Education and Training in operating UAV-sensor systems. For the purpose of long-term monitoring activities, USRL will provide ready-to-use (robust and qualified) UAV-sensor systems to conduct regular vertical profiles to connect ground-based in-situ (CAO) and remote sensing (satellite) observations. It will also become an active and accredited mobile platform within the ACTRIS research infrastructure<sup>10</sup>. USRL will work with the Instrumentation Laboratory to customise sensors to develop innovative UAVs for atmospheric research.

**Current Head of USRL:** USRL is a flagship Research Infrastructure established under EEWRC in 2009 in the framework of the "APAESO" infrastructure project<sup>11</sup>, financed under the Research Innovation Foundation (RIF) of Cyprus, and has been transferred along with all current personnel under CARE-C due to the nature of its activities. USRL is directly related and providing services to various external actors in cooperation with the CARE-C Research and Innovation Departments, as well as the rest of the Research Infrastructures and other Research Centres within Cyl. The Head of USRL was the Director of EEWRC, Prof. Jean Sciare, who is currently Interim Director of CARE-C, and who has remained USRL's Head as per its significance, strategic operation background and interconnection with all other CARE-C Departments.

### 3.6. Environmental Chamber (EC)

This Facility does not exist yet and will be established in 2022-2023.

**Description & Terms of Reference of the Head of EC:** The Environmental Chamber is a new Laboratory, which is expected to be fully operational in 2024 (as per EMME-CARE WP4 Task 4.3c),

<sup>9</sup> <https://usrl.cyi.ac.cy/>

<sup>10</sup> In the framework of the H2020-ACTRIS PPP, Cyl currently took the lead in defining UAV-sensor specifications to-be-requested by ACTRIS

<sup>11</sup> <https://www.cyi.ac.cy/index.php/care-c/research-information/completed-projects/apaeso-autonomous-flying-platforms-for-atmospheric-and-earth-surface-observations.html>

and which will have the capacity to perform experiments under simulated environmental conditions to facilitate greater understanding of field observations. It will further enhance the understanding of various atmospheric processes such as the influence of air temperature, solar radiation, relative humidity, reactive gases and of radical reactions on aerosols and the modification of their properties (physical, chemical, thermodynamic, optical). It will also have an educational objective to provide students and researches from Cyprus and the region with specialised training, in cooperation with more advanced chambers such as the “EUROCHAMP 2020”<sup>12</sup> or the CENR’s chamber CLOUD<sup>13</sup>.

**Current Head of EC:** A new Faculty member will be competitively recruited, according to the regular recruitment and selection procedure of the Cyprus Institute, and will be appointed as the Head of the Environmental Chamber based on their qualifications and expertise, experience and international profile. In the meantime, the Head of the Instrumentation and Nano Laboratory, Prof/ George Biskos, has been nominated and assigned temporarily as Interim Head to kick-start any preparatory activities necessary for establishing the new Laboratory, until the new Faculty member is recruited and validated by the CARE-C Management Board.

### 3.7. Mobile Laboratory (MoLa)

This Facility does not exist yet and will be established in 2022-2023.

**Description & Terms of Reference of the Head of MoLa:** Complementary to CAO (which will provide 24/7 continuous measurements), the ‘Mobile Laboratory’ research facility will allow CARE-C to perform intensive field studies of several weeks or months per year in Cyprus, the EMME region and beyond. Incorporated into a 20-feet standard sea container, MoLa will be easily transportable with minimal logistical constraints, providing a key advantage for field experiments. It will include state-of-the-art instrumentation for measuring levels of GHG, reactive gases and aerosols, and it will be able to deliver critical information on emission sources and atmospheric processes (fluxes, emission factors, chemical fingerprints) to a variety of urban and remote locations.

**Current Head of MoLa:** The MoLa will be fully operational in 2024 (as per EMME-CARE WP4 Task 4.3c). A new Faculty member will be competitively recruited to head this Unit, according to the regular recruitment and selection procedure of the Cyprus Institute, and based on their qualifications and expertise, experience and profile. In the meantime, CARE-C Director and CAO-Head, Prof. Sciare, has been nominated and assigned temporarily as Interim Head to kick-start any preparatory activities necessary for establishing the new Laboratory, until the new Faculty member is recruited and validated by the CARE-C Management Board.

## 4. Support to Research Management and Administration

### 4.1. Director’s Office

The Director’s Office provides high-quality coordination and optimization of Centre-wide administrative and logistics planning, thus supporting the Centre’s Director, as well as Research and Innovation Departments, with their administrative needs. The Office is currently under development and it is being headed by the CARE-C Administrative Assistant, Mrs. Natalie Florides. Mrs. Florides’ background includes studies in Journalism and Public Relations at Omiros (Athens, Greece) and working as a journalist for ‘Simerini’ newspaper and ‘Radio Proto’ in Cyprus. She also holds the LCCI Higher Certificate in Accounting. She is an experienced professional in the field of office management, dealing with Accounting procedures, HR and Health-&-Safety issues, in which she has received extensive

<sup>12</sup> <https://www.eurochamp.org/>

<sup>13</sup> <https://home.cern/science/experiments/cloud>



training. Before joining Cyl, she worked in an esteemed British organization for more than 15 years, under the capacity of the Administration and Accounts Assistant.

The long-term plan of the Office is to competitively recruit more core administrative personnel that will support both the CARE-C Director and Associate Director, based on the staffing and recruitment guidelines of The Cyprus Institute, and tailoring the positions to the specificities of the newly established Centre of Excellence.

## 4.2. Research Innovation Support Operations (RISO)

Functioning at the interface between the CYI administration and the new CoE, RISO contributes to the fast and efficient establishment of the Centre, improving its overall smooth operation by facilitating the workflow with CYI. According to the Grant Agreement, the Offices to be established within RISO are: Project Management, Human Resources, IT, Communication & Outreach, Finance & Accounts, Procurement, Physical Infrastructure, Innovation & Business Development, Grants & Tenders Writing.

Thus, RISO has been structured to respond efficiently to the CoE's everyday managerial and operational specific needs, and to safeguard its capacity for taking autonomous decisions. As such, RISO has been established as a modern Research Management and Administration unit, implementing best practices as per the international standards and praxis of EMME-CARE Advanced Partners, as well as of relevant International Associations and Networks (e.g. EARMA – European Association of Research Managers and Administrators, NCURA – US National Council of University Research Administrators, PMI – Project Management Institute, EURAXESS – Researchers Mobility Support).

Upon CARE-C's establishment in January 2020, the Scientific Coordinator of EEWRC, Mr. Pierantonios Papazoglou, was transferred to CARE-C to take up the role of Head of the RISO team due to his extensive experience and background. This uptake of role had already been indicated in the EMME-CARE Teaming-Phase-II proposal, and has been validated by the CARE-C Management Board. Mr. Papazoglou has previously worked (2008–2017) as the Cypriot National Contact Point and Programme Committee Member for FP7 and Horizon 2020, in Marie Skłodowska-Curie Actions, Climate Action & Environment, Space, and as the EURAXESS Cyprus Bridgehead Organisation Coordinator. He holds a BSc(Hons.) in Environmental Sciences from the University of the Aegean in Greece (2003), and a MEng. in Environmental Engineering from the Stevens Institute of Technology in the USA (2005). He is a Certified Trainer by the HR-Development Authority of Cyprus and has served as Expert H2020 Evaluator for the European Commission. He is a Member of the PMI – Cyprus Chapter, of the International Association of Emergency Managers, of NCURA, of EARMA, and of the EURAXESS Network (as part of Cyl's Service Center). Further on the responsibilities of RISO and Mr. Papazoglou is presented in EMME-CARE Deliverable D1.4 "First Annual report on the CoE's Operation" (and particularly its Section 2).



# ANNEX I

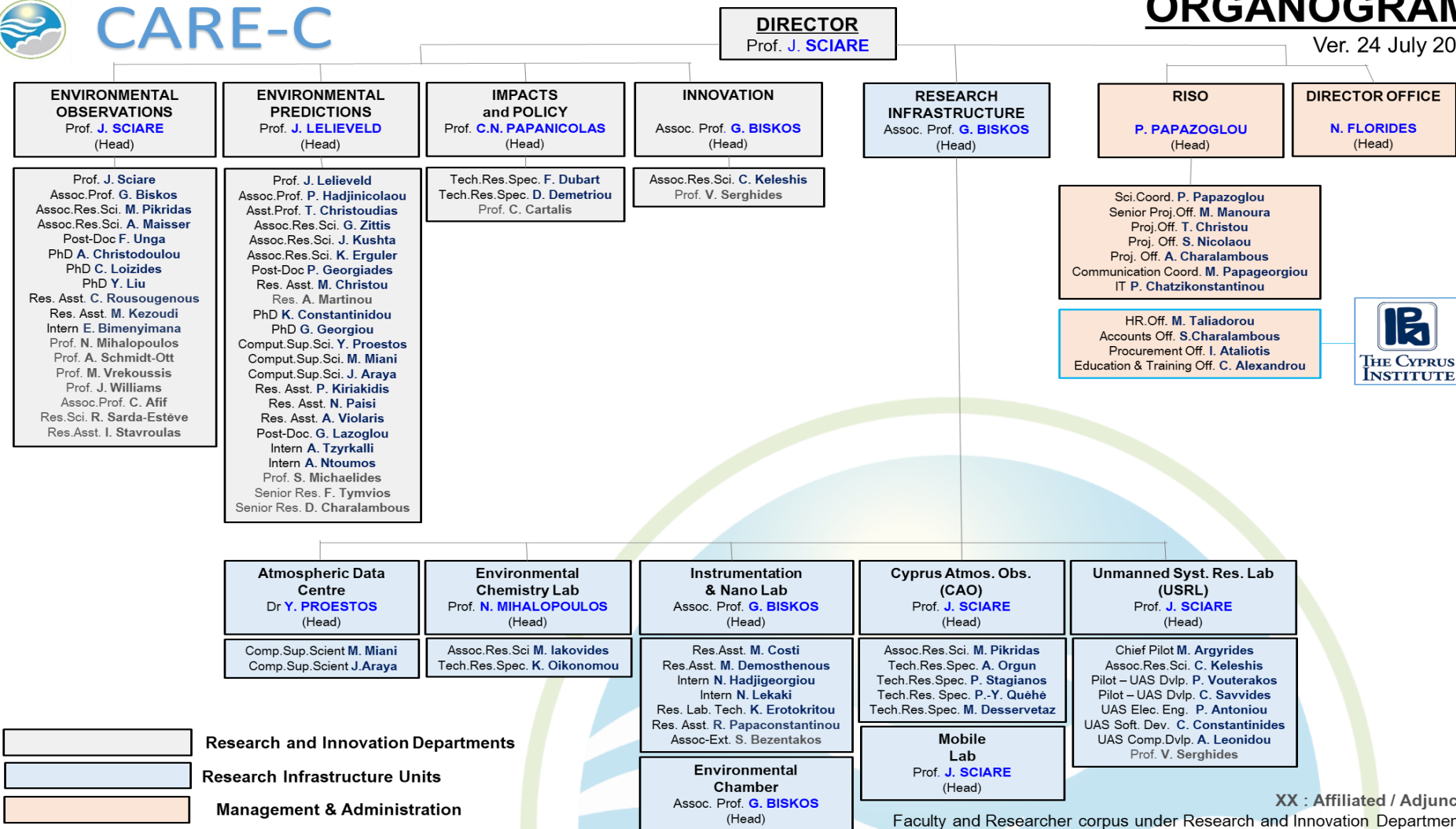
## CARE-C Organogram

## ORGANOGRAM

Ver. 24 July 2020



CARE-C



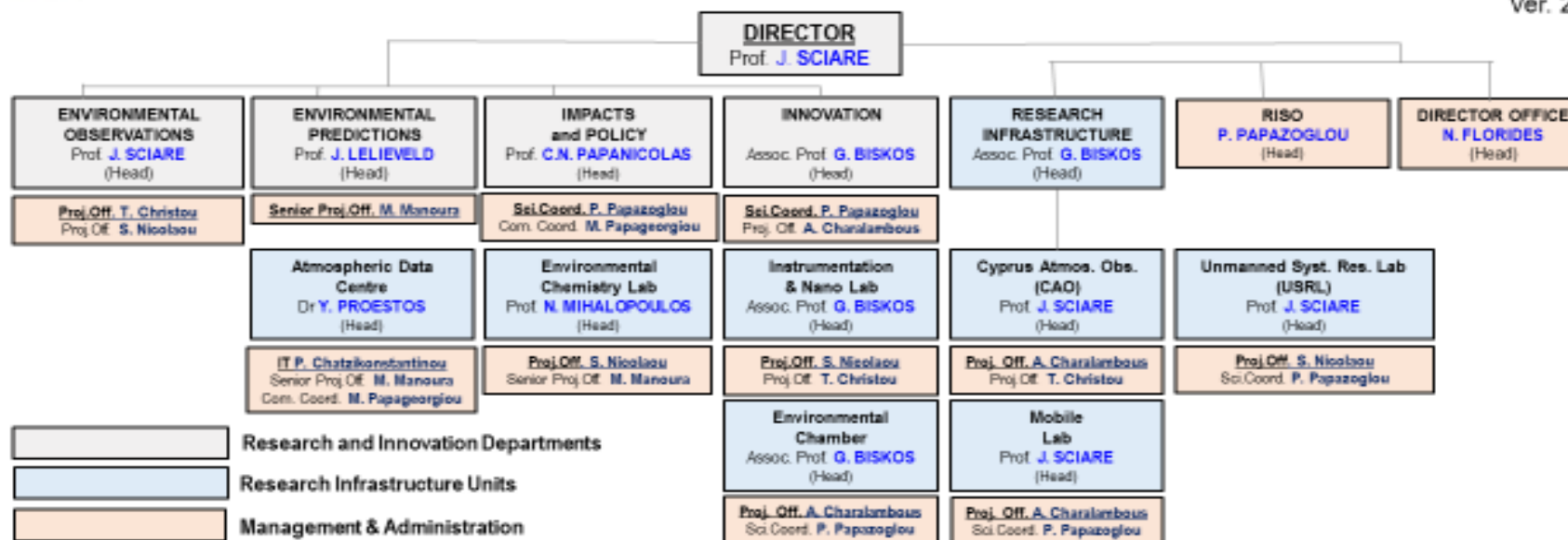
## CARE-C's RISO Deployment



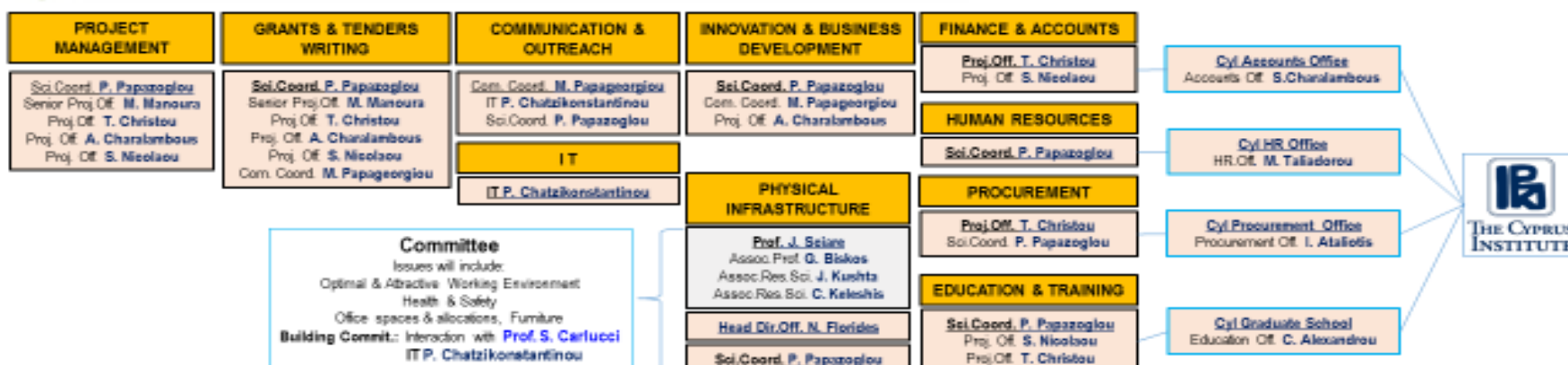
### RISO Deployment by CARE-C Dept./Unit

### RISO-Deployment-Taskogram

Ver. 24 July 2020



### RISO Deployment by Offices/ Functions




## ANNEX II

### Professor in Atmospheric Sciences

### JobBoard

The Cyprus Institute



**THE CYPRUS INSTITUTE**  
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#### Open Vacancies by Center

Energy, Environment and Water Research Center (EEWRC)

Climate and Atmosphere Research Centre (CARE-C)

Science and Technology in Archaeology Research Center (STARC)

Cyprus Institute's Computation-based Science and Technology Research Center (CaSToRC)

**Center**  
- Any -

- Computational Scientists (ref.no.CaSToRC\_CS\_20\_04)
- Research Software Engineer (ref. no. HPC\_RSE\_20\_01)
- Assistant Professor for Energy (ref.no. CYL\_APE\_20\_08)
- RIMS Officer (ref. no. CYL\_RIMSO\_20\_06)
- Post-Doctoral Research Fellow in Atmospheric Aerosol Sciences (ref. no. CARE-C\_PDF\_USRL\_20\_08)
- Research Assistant in Atmospheric Sciences (ref. no. CARE-C\_RAIS\_20\_06)
- Innovation Coordinator (ref.no. CYL\_IC\_20\_03)
- Junior Software Developer for Unmanned Aerial Systems (UAS) (ref. no. CARE-C\_JSDUAS\_20\_07)
- Post-doctoral fellow(s) (Ref.no. CaSToRC\_PDF\_20\_05)
- Assistant Professor in Archaeological Materials (ref.no. CYL\_APAM\_20\_03)
- Post-Doctoral Research Fellow (ref. no. CARE-C\_PDF\_20\_03)
- Faculty in Atmospheric Sciences (ref. no. CYL\_FAS\_20\_02)

#### Professor in Atmospheric Sciences (ref. no. CYL\_PAS\_20\_01)

Reference Number	CYL_PAS_20_01
<b>Job Description</b>	<p>The Cyprus Institute (Cyl) invites applications for the position of Professor at the Cyl's Climate and Atmosphere Research Center (CARE-C). This position is opened either on full-time (100%) or part-time basis.</p> <p>This position is opened to outstanding scientists of international caliber in the framework of the EU-H2020 "EMME-CARE" (Eastern Mediterranean and Middle East Climate and Atmosphere Research Centre; <a href="http://emme-care.cyi.ac.cy/">http://emme-care.cyi.ac.cy/</a>; TEAMING Grant no. 856612), within which the Cyprus Institute is establishing a "Centre of Excellence" in Climate and Atmosphere research for the EMME region in cooperation with EU Advanced Partners (Max Planck Institute for Chemistry in Germany; University of Helsinki in Finland; and CEA in France).</p> <p><b>Description of the Position</b></p> <p>The selected Professor will take a leading role in the development of CARE-C's research and innovation agenda in at least one of its scientific focus (Environmental Observations and/or Predictions) covering experimental and/or modelling activities on key climate drivers (reactive trace gases, aerosols, clouds, greenhouse gases), addressing in particular their regional impact on Air Pollution and Climate.</p> <p>In close collaboration with the Director and Heads of the CARE-C Research Departments, the successful candidate is expected to establish independent and highly competitive research thrusts with the highest international standards, leveraging Cyl and CARE-C resources (45 million euros in the framework of EMME-CARE) and taking advantage of flagship research facilities of the Cyprus Institute such as the "Cy-Tera" HPC (<a href="http://web.cytera.cyi.ac.cy/">http://web.cytera.cyi.ac.cy/</a>), the Unmanned System Research Laboratory (USRL, <a href="http://usrl.cyi.ac.cy/">http://usrl.cyi.ac.cy/</a>), and the Cyprus Atmospheric Observatory (CAO, <a href="http://www.cyi.ac.cy/index.php/cao.html">http://www.cyi.ac.cy/index.php/cao.html</a>) which is part of international networks (WMO-GAW, EMEP, ACTRIS, TCCON).</p> <p>The successful candidate will establish a new research group of young international scientists and enhance the overall scientific excellence of the Cyprus Institute in the EMME, Europe, and beyond. S/he will connect the Cyprus Institute to prestigious networks of excellence, bring to a higher level both research and innovation with strategic partners (Academia, Public stakeholders, Private partners), and support the development of new products/services of high added value.</p> <p>The selected Faculty will conduct her/his research in CARE-C, a recently established research center of the Cyprus Institute composed by c.a. 75 research staff from more than 15 different nationalities, within a highly attractive working environment where English is the working language for both research and administration.</p> <p><b>Duties and Responsibilities:</b></p> <p>The successful candidate will be responsible for helping to shape and advance the Cyprus Institute's and CARE-C's research and innovation agenda by:</p> <ol style="list-style-type: none"><li>developing and implementing R&amp;D strategies appropriate to the Institute's mission to support the departments of the republic of Cyprus and become a regional knowledge hub in the field of air pollution and climate change</li></ol>

The Cyprus Institute (Cyl) invites applications for the position of Professor at the Cyl's Climate and Atmosphere Research Center (CARE-C). This position is opened either on full-time (100%) or part-time basis. This position is opened to outstanding scientists of international calibre in the framework of the EU-H2020 "EMME-CARE" (Eastern Mediterranean and Middle East Climate and Atmosphere Research Centre; <http://emme-care.cyi.ac.cy/>; TEAMING Grant no. 856612), within which the Cyprus Institute is establishing a "Centre of Excellence" in Climate and Atmosphere research for the EMME region in cooperation with EU Advanced Partners (Max Planck Institute for Chemistry in Germany; University of Helsinki in Finland; and CEA in France).

#### Description of the Position

The selected Professor will take a leading role in the development of CARE-C's research and innovation agenda in at least one of its scientific focus (Environmental Observations and/or Predictions) covering experimental and/or modelling activities on key climate drivers (reactive trace gases, aerosols, clouds, greenhouse gases), addressing in particular their regional impact on Air Pollution and Climate. In close collaboration with the Director and Heads of the CARE-C Research Departments, the successful candidate is expected to establish independent and highly competitive research thrusts with the highest international standards, leveraging Cyl and CARE-C resources (45 million euros in the framework of EMME-CARE) and taking advantage of flagship research facilities of the Cyprus Institute such as the "Cy-Tera" HPC (<http://web.cytera.cyi.ac.cy/>), the Unmanned System Research Laboratory (USRL, <http://usrl.cyi.ac.cy/>), and the Cyprus Atmospheric Observatory (CAO, <http://www.cyi.ac.cy/index.php/cao.html>), which is part of international networks (WMO-GAW, EMEP, ACTRIS, TCCON).



The successful candidate will establish a new research group of young international scientists and enhance the overall scientific excellence of the Cyprus Institute in the EMME, Europe, and beyond. S/he will connect the Cyprus Institute to prestigious networks of excellence, bring to a higher level both research and innovation with strategic partners (Academia, Public stakeholders, Private partners), and support the development of new products/services of high added value.

The selected Faculty will conduct her/his research in CARE-C, a recently established research center of the Cyprus Institute composed by c.a. 75 research staff from more than 15 different nationalities, within a highly attractive working environment where English is the working language for both research and administration.

### **Duties and Responsibilities:**

The successful candidate will be responsible for helping to shape and advance the Cyprus Institute's and CARE-C's research and innovation agenda by:

1. developing and implementing R&D strategies appropriate to the Institute's mission to support the departments of the republic of Cyprus and become a regional knowledge hub in the field of air pollution and climate change
2. actively participating and ultimately leading world-class research program in atmospheric sciences using state-of-the-art experimental and modelling tools
3. securing financial and other resources from national and international sources;
4. mentoring, educating and providing research guidance to graduate students in Cyl's doctoral program (particularly the Environment and Atmospheric Sciences program);
5. initiating and sustaining high-level collaborative projects with leading research institutions that conduct research in areas related to his/her respective fields;
6. communicating the results and implications of research conducted at CARE-C and The Cyprus Institute at all levels, including the academic community, the public at large and political and economic decision makers.

### **Qualifications:**

1. PhD in a relevant subject
2. The successful candidate is expected to be an outstanding scholar of international standing with a minimum of fifteen (15) years of research experience.
3. At least 5 years of experience with leading role (as Manager) of a large and international research group
4. An outstanding track record of peer-review scientific publications in the most prestigious journals of her/his field (e.g. Nature, Science)
5. The successful completion as Coordinator of highly competitive research programs (e.g. European Research Council)
6. A successful record of raising funds from (inter)national calls for research projects
7. A beyond-state-of-the-art scientific expertise in a specific experimental and/or modelling field of research
8. Teaching experience of post-graduate students and supervisor of young (PhD) researchers
9. Being an international leader in her/his discipline, the selected candidate must have excellent interpersonal skills aimed at maintaining contacts in academic, business and governmental circles.
10. Excellent knowledge of the English language both verbal and in writing



**Application**

For full consideration, interested applicants should process their application at The Cyprus Institute JobBoard (<http://jobboard.cyi.ac.cy/>) based on the instructions given. Applicants should submit 1) a detailed curriculum vitae including his/her list of publications, 2) a letter of interest including vision statement, and 3) a list of five (5) references (including their contact information; address, email, phone) (all documentation should be in English and in PDF Format). For further information, please contact Prof. Jean Sciare, ([j.sciare@cyi.ac.cy](mailto:j.sciare@cyi.ac.cy)). Please note that applications which do not follow the announcement's guidelines will not be considered. Recruitment will continue until the position is filled.

**Contact Person:** Jean Sciare

**References:** 5

**Reference Number:** CYI\_PAS\_20\_01



## Faculty in Atmospheric Sciences



### Open Vacancies by Center

Energy, Environment and Water Research Center (EEWRC)

Climate and Atmosphere Research Centre (CARE-C)

Science and Technology in Archaeology Research Center (STARC)

Cyprus Institute's Computation-based Science and Technology Research Center (CaStoRC)

#### Center

- Any -

- Computational Scientists (ref.no.CaStoRC\_CS\_20\_04)
- Research Software Engineer (ref. no. HPC\_RSE\_20\_04)
- Assistant Professor for Energy (ref.no. CYI\_APE\_20\_08)
- RIMS Officer (ref. no. CYI\_RIMSO\_20\_06)
- Post-Doctoral Research Fellow in Atmospheric Aerosol Sciences (ref. no. CARE-C\_PDF\_USRL\_20\_08)
- Research Assistant in Atmospheric Sciences (ref. no. CARE-C\_RAAS\_20\_06)
- Innovation Coordinator (ref.no. CYI\_IC\_20\_03)
- Junior Software Developer for Unmanned Aerial Systems (UAS) (ref. no. CARE-C\_JSDUAS\_20\_07)
- Post-doctoral fellow(s) (Ref.no. CaStoRC\_PDF\_20\_05)
- Assistant Professor in Archaeological Materials (ref.no. CYI\_APAM\_20\_03)
- Post-Doctoral Research Fellow (ref. no. CARE-C\_PDF\_20\_03)
- Faculty in Atmospheric Sciences (ref. no. CYI\_FAS\_20\_02)
- Professor in Atmospheric Sciences (ref. no. CYI\_FAS\_20\_04)
- Software Developer for Data Management (ref.no. CaStoRC\_SDDM\_20\_03)
- Scientific Coordinator for SimEA ERA Chair (ref.no. CaStoRC\_SC-ERA\_20\_03)

### Faculty in Atmospheric Sciences (ref. no. CYI\_FAS\_20\_02)

Reference Number	CYI_FAS_20_02
Job Description	<p>The Cyprus Institute (Cyl) invites applications for new faculty members at the level of Assistant, Associate, and/or full Professor in Atmospheric Sciences at the Cyl's Climate and Atmosphere Research Center (CARE-C).</p> <p>The position(s) offer excellent possibilities for professional development of highly motivated individuals in the framework of the EU-H2020 "EMME-CARE" (Eastern Mediterranean and Middle East Climate and Atmosphere Research Centre; <a href="http://emme-care.cyi.ac.cy/">http://emme-care.cyi.ac.cy/</a>; TEAMING Grant no. 856612), within which the Cyprus Institute is establishing a "Centre of Excellence" in Climate and Atmosphere research for the EMME region in cooperation with EU Advanced Partners (Max Planck Institute for Chemistry in Germany; University of Helsinki in Finland; and CEA in France).</p> <p>The rank to be awarded for each selected candidate (Assistant Professor, Associate Professor, or Professor) will be determined based on the qualification and experience of the successful applicant.</p> <p><b>Description of the Position</b></p> <p>The new Faculty member(s) will advance the CARE-C's research and innovation agenda in one of its scientific focus (Environmental Observations and/or Predictions) covering experimental and/or modelling activities on key climate drivers (reactive trace gases, aerosols, clouds, greenhouse gases), addressing their regional impact on Air Pollution and Climate.</p> <p>The successful candidate(s) will promote the overall scientific excellence of the Cyprus Institute in the EMME, Europe, and beyond, train young scientists to become international leaders, combine both research and innovation with strategic partners (Academia, Public stakeholders, Private partners) to develop new products/services at the closest of end-user needs.</p> <p>The selected faculty member(s) will conduct their research in CARE-C, a recently established research center of the Cyprus Institute composed by c.a. 75 research staff from more than 15 different nationalities, within a highly attractive working environment where English is the working language for both research and administration.</p> <p>The successful candidate(s) are expected to build up an independent research thrust with the highest international standards, leveraging Cyl and CARE-C resources (46 million euros in the framework of EMME-CARE) and utilizing the highly competitive research facilities of the Cyprus Institute such as the "Cy-Tera" HPC (<a href="http://web.cytera.cyi.ac.cy/">http://web.cytera.cyi.ac.cy/</a>), the Unmanned System Research Laboratory (USRL, <a href="http://usrl.cyi.ac.cy/">http://usrl.cyi.ac.cy/</a>), and the Cyprus Atmospheric Observatory (CAO, <a href="http://www.cyi.ac.cy/index.php/cao.html">http://www.cyi.ac.cy/index.php/cao.html</a>) which is part of international networks (WMO-GAW, EMEP, ACTRIS, TOCCON).</p> <p><b>Duties and Responsibilities:</b></p> <p>The successful candidate(s) will be responsible for helping to shape and advance the Cyprus Institute's and CARE-C's research and</p>

The Cyprus Institute (Cyl) invites applications for new faculty members at the level of Assistant, Associate, and/or full Professor in Atmospheric Sciences at the Cyl's Climate and Atmosphere Research Center (CARE-C). The position(s) offer excellent possibilities for professional development of highly motivated individuals in the framework of the EU-H2020 "EMME-CARE" (Eastern Mediterranean and Middle East Climate and Atmosphere Research Centre; <http://emme-care.cyi.ac.cy/>; TEAMING Grant no. 856612), within which the Cyprus Institute is establishing a "Centre of Excellence" in Climate and Atmosphere research for the EMME region in cooperation with EU Advanced Partners (Max Planck Institute for Chemistry in Germany; University of Helsinki in Finland; and CEA in France). The rank to be awarded for each selected candidate (Assistant Professor, Associate Professor, or Professor) will be determined based on the qualification and experience of the successful applicant.

### Description of the Position

The new Faculty member(s) will advance the CARE-C's research and innovation agenda in one of its scientific focus (Environmental Observations and/or Predictions) covering experimental and/or modelling activities on key climate drivers (reactive trace gases, aerosols, clouds, greenhouse gases), addressing their regional impact on Air Pollution and Climate.

The successful candidate(s) will promote the overall scientific excellence of the Cyprus Institute in the EMME, Europe, and beyond, train young scientists to become international leaders, combine both

research and innovation with strategic partners (Academia, Public stakeholders, Private partners) to develop new products/services at the closest of end-user needs.

The selected faculty member(s) will conduct their research in CARE-C, a recently established research center of the Cyprus Institute composed by c.a. 75 research staff from more than 15 different nationalities, within a highly attractive working environment where English is the working language for both research and administration.

The successful candidate(s) are expected to build up an independent research thrust with the highest international standards, leveraging Cyl and CARE-C resources (45 million euros in the framework of EMME-CARE) and utilizing the highly competitive research facilities of the Cyprus Institute such as the “Cy-Tera” HPC (<http://web.cytera.cyi.ac.cy/>), the Unmanned System Research Laboratory (USRL, <http://usrl.cyi.ac.cy/>), and the Cyprus Atmospheric Observatory (CAO, <http://www.cyi.ac.cy/index.php/cao.html>) which is part of international networks (WMO-GAW, EMEP, ACTRIS, TCCON).

### **Duties and Responsibilities:**

The successful candidate(s) will be responsible for helping to shape and advance the Cyprus Institute’s and CARE-C’s research and innovation agenda by:

1. developing and implementing R&D strategies appropriate to the Institute’s mission to support the departments of the republic of Cyprus and become a regional knowledge hub in the field of air pollution and climate change
2. actively participating and ultimately leading world-class research programs in atmospheric sciences using state-of-the-art experimental and modelling tools
3. securing financial and other resources from national and international sources;
4. mentoring, educating and providing research guidance to graduate students in Cyl’s doctoral program (particularly the Environment and Atmospheric Sciences program);
5. initiating and sustaining high-level collaborative projects with leading research institutions that conduct research in areas related to his/her respective fields;
6. communicating the results and implications of research conducted at CARE-C and The Cyprus Institute at all levels, including the academic community, the public at large and political and economic decision makers.

### **Qualifications:**

1. The successful candidate(s) are expected to be scholars of international standing with a minimum of five (5) years post-doctoral research experience.
2. An excellent track record of peer-review scientific publication in the top 10 journals of her/his field
3. Participation in many international research programs and/or field campaigns
4. Teaching/Mentoring young (Master/PhD) researchers
5. A proven technical/scientific expertise in a specific experimental and/or modelling field of atmospheric research
6. Experience in raising funds from (inter)national competitive calls for research projects
7. The selected candidate(s) should have a demonstrated ability to work independently and the potential to become international leaders in their disciplines.
8. They must have excellent interpersonal skills aimed at maintaining contacts in academic, business and governmental circles.
9. Proficiency in spoken and written English is a prerequisite.

**Application**

For full consideration, interested applicants should process their application at The Cyprus Institute JobBoard (<http://jobboard.cyi.ac.cy/>) based on the instructions given. Applicants should submit 1) a detailed curriculum vitae including his/her list of publications, 2) a letter of interest including vision statement, and 3) a list of five (5) references (including their contact information; address, email, phone) (all documentation should be in English and in PDF Format). For further information, please contact Prof. Jean Sciare, ([j.sciare@cyi.ac.cy](mailto:j.sciare@cyi.ac.cy)). Please note that applications which do not follow the announcement's guidelines will not be considered. Recruitment will continue until the position is filled.

**Contact Person:** Jean Sciare

**References:** 5

**Reference Number:** CYI\_FAS\_20\_02





## ANNEX III

### Cyl Hiring Policy

#### Principles

The Recruitment process for new members at all levels and categories of staff reflects the values of the Institute. It has to be consistent with the following principles:

- **Openness** Each recruitment process is open to the public and announced in such a way that all suitable candidates can apply for each opening
- **Fairness** The process has to ensure that every potential candidate has been given the same consideration, and that the choices made by the Institute are based solely on a candidate's fitness for the position. The same selection criteria will apply to all candidates irrespective of age, nationality, race, religion or gender.
- **Merit** The Institute is committed to hiring candidates that best meet the position requirements with potential for development based on objective criteria and will not compromise this commitment for any reason.
- **Consistency** The procedures used for the evaluation of all candidates should be the same, and consistent with the expectations formulated for the level of the position to be filled.
- **Thoroughness** The evaluation process should ensure that all reasonable steps have been taken to provide sufficient information for a fully informed decision.
- **Transparency** The process should be fully documented and open to public scrutiny if required. It is understood that confidentiality concerning applicant and candidate data is protected to the maximum degree allowed by the relevant legislations and regulations

The relevant procedures are designed to ensure that these principles are strictly adhered to.

#### Categories of Positions and Procedures

The Recruitment procedure differs based on the category of the position.

There are three types of positions in the Institute:

- *Externally funded positions ("soft positions")*: these are positions of limited duration, open for an externally funded project. Since the position is funded from an outside source then the Principal Investigator (PI) is consequently given a stronger role in the selection process. Such openings are approved by the VPR.
- *Internally funded positions ("core positions")*: these are positions that are funded exclusively by the Institute and, thus, the selection process is carried out by the Institute's research or operations administration. Such positions are approved by the VPR/VPO and the President.
- *Jointly funded positions*: procedures are adapted to preserve the interests of both parties, but without deviating from the principles above. Such positions are approved by the VPR/VPO and the President.

#### Recruitment & Selection Procedure

*For the detailed procedure please refer to the Staffing-Recruitment Guidelines*

- **Purpose of Procedure**

The process of Recruitment & Selection (R & S) is the first HRM procedure which ensures that the people employed in the Institute are the best match with the Institute's culture and environment as well as with the job demands.

It is essential that the R&S procedure complies with the relevant Cyprus and EU Employment Legislation which ensures that no discrimination of any type is exercised.

## Responsibility of R&S Procedure

- **HR Department**

The R&S procedure is a shared responsibility of the Head of Department who wishes to recruit and the HR Department which has to ensure that at all times the procedure complies with the relevant legislation and that it is exercised based on the Institute's corporate standards. The HR Department is mainly responsible for publishing the vacancy, gathering of CVs, replying to candidates, preparing/reviewing relevant reports and finally filing relevant documents and reports. Since the Institute recruits on an international level and with no exception in candidate nationality, in the case that a non-EU national is selected for a position the HR Department needs to follow the relevant governmental procedure (ref. Work Permits procedure). Each center's administrative assistant provides support accordingly if necessary.

- **Requestor**

The requestor is the Director/Head of a department and PI who indicates the department's or project's need for recruiting a new staff member. S/he is the person who initiates the procedure and has the overall responsibility with the assistance of the HR Department for the successful completion of the process.

- **Approver**

S/He is the authority who approves for the opening and the final selection of candidate. These may be the VPR, the VPO and the President depending on the position's category and rank.

- **Search / Selection Committee**

A search/selection committee is always appointed to be involved in the selection of the short-listed candidates, in the interview procedure and the final selection of the successful candidate. The search/selection committee is chosen based on the job opening and all the members must have the necessary skills and expertise that will ensure that the selection is completed with fairness, merit and transparency. The search/selection committee must comprise of over 2 members depending the position. For junior scientific, administrative or technical positions the Committee is composed entirely of Institute personnel and external members if considered necessary and appropriate for high level appointments the Committee may also include qualified individuals from outside the Institute if considered necessary. For faculty-track positions the composition of the Committee is international and consists by both internal and external members. The composition of the Committee is proposed by the requestor of the position for and is subject to approval based on their category of appointment. As a general rule, Committees for faculty level positions try to strike a balance between generalists and specialists and between Cyl faculty and externals. All necessary precautions are taken to ensure that the Committee does not have any prejudices as to the most suitable candidate.

- **Committee's Responsibilities**

The responsibilities of the Committee are:

- (1) To evaluate the dossiers submitted by the candidates
- (2) To gather any additional information about the candidates that may be required for a fair evaluation of their respective merits
- (3) To conduct the interviews
- (4) To propose a ranked and commented list of suitable candidates to the authority responsible for the final decision.

In the case where a "Search" Committee is appointed, normally for very senior appointments, the Committee is also given the responsibility of leading the task of identifying and soliciting the interest for the given position of suitable candidates.

## Job Assessment

At this stage the requestor needs to assess if the need for a new hire is necessary based on the department/project demands and available budget. If the funding exists and the job cannot be carried out by an existing staff member then the decision will be to proceed with opening the position. The position opening must, at all times, be approved by either the President, Vice President, or the Executive committee of the Board of Trustees, depending on the nature of the position).

The initiation of the hiring process is requested by completing a “New position/replacement request form” and submitting it for approval to the relevant VP (*ref. New Position Request Form*). If the opening request is approved then the requestor sends the form with all relevant details to the HR Department for initiating the process.

As part of the initiation of the procedure, the job description and candidate profile must be either developed or reviewed (if it already exists) and submitted with the request form.

## Job Vacancy Announcement

The job vacancy announcement is prepared by the HR Department with the approval of the requestor. All available positions are announced broadly to a selection of the below mentioned methods depending the specialisation and targeted candidature:

- Cyl Web site
- International web sites of organizations relevant to the job opening
- Local/international Press
- High caliber Scientific/academic websites relevant to the position’s specialization
- Euraxess
- Social Media such as LinkedIn and Cyl Facebook

The announcement should be designed based on the position’s job description and the candidate profile required for the job. It should include the following:

- (1) full description of the position including duties and responsibilities
- (2) initial duration of the contract if applicable
- (3) educational and professional requirements and additional preferred, if applicable
- (4) competencies, skills and abilities required and desired, if applicable
- (5) opportunities for professional development as appropriate

A minimum period of two weeks for non-senior positions and of one month for more senior positions is provided between the initial posting of the position and the deadline for receiving applications. For senior management and faculty positions, a period of three months is recommended. Because of the custom in a number of European Countries (including Cyprus) to take leave during August, it is recommended that this month be excluded from the above deadlines.

In general, it should be clear that every reasonable effort has been extended to reach the target group of potential applicants in a fair and transparent manner. This does not preclude the advertisement of a position by word of mouth or professional and social networks. However, the latter cannot be used exclusively, and all candidates should be evaluated equally, irrespective of the manner in which they were recruited. During periods when the Institute expects to be recruiting heavily, in particularly for externally funded positions, a more generic announcement can be made to constitute a pool of qualified candidates.

## Requested Documents

- **Contents**

Candidates for all positions are requested to provide curriculum vitae, a letter of interest, and the names of at least three persons that can be contacted as references, if considered necessary. For more junior positions two references are considered adequate.

For all scientific positions (Research or Faculty tracks), a list of publications is required.  
 For high-level positions a vision statement is requested.

- **Candidates short-list**

The applications received for an opening are evaluated by the selection committee appointed for the recruitment procedure of the opening. A preliminary screening may also be carried out the Institute's HR Department, solely for the purpose of eliminating candidates whose qualifications do not meet the minimal requirements defined for the position, depending on the position.

For low-level administrative and technical positions, the direct report and the HR Department are also empowered to produce a short list of candidates to be interviewed, based on the dossiers provided by the candidates.

For higher level administration and scientific positions, the establishment of a short list will be the responsibility of the Selection or Search Committee.

The short-listing procedure should be completed based on the already established criteria (job description and candidate profile). New criteria should not be introduced at this stage.

### **Interview Procedure**

The HR Department is responsible to arrange the interviews

The interviews should be conducted in a systematic, thorough, fair and unbiased manner based on rational, objective and job-related criteria. For this to be achieved, the interview should be structured, and all candidates should be addressed the same questions. Notes of the interview should be taken by all members of the committee.

### **Reference Checks**

The HR Department is responsible to conduct reference checks by contacting the referees provided by the final candidates.

Reference checks should provide information regarding the candidate's work history, qualifications and personality.

For staff in the research track, letters of recommendation are always solicited. The Evaluation or Search Committee can decide, entirely at its own discretion, to contact internationally recognised scientists in confidence and ask them similar questions.

For staff in the faculty track, such confidential solicitations are the norm. However, they can be omitted for candidates who have a standing in their field that is beyond any doubt, as determined unanimously by the Search Committee and documented in the Committee's report.

### **Final Selection**

At this stage, the Evaluation or Search Committee meets in a closed session and deliberates the merits of the candidates. The contents of the deliberation are confidential. The Committee produces and presents a report, including a list of candidates for whom employment offer may be made ranked by order of merit, to the authority responsible for final decision. The HR Department keeps a file for all relevant information.

If none of the candidates meets the criteria of excellence of the Institute, the Committee can decide not to propose any names. In such a case, it can be decided not to fill the position, to extend the search until a suitable candidate is identified, or to start a new search.

All rejected candidates should be contacted and informed via email by the HR Department.

Potential negotiations on the terms of a new staff member's contract are not part of the brief of the Search Committee.



## Nepotism Clause

If a candidate is related to any member of staff of Cyl it should be noted before the evaluation process begins. This should be established by explicitly asking the candidates about such a possible relationship. If such a relationship exists, the selection committee should be aware of this and the procedure should be handled appropriately. See *“Employment of Related Persons” policy in Staff Manual for more information.*

## Contract Negotiation

The terms under which a contract may be offered are defined by the boundaries as approved in the request form and may be discussed and agreed by the person recommending the hire or the HR Department. A draft of the terms of reference of the position is drawn up by the HR Department based on the New Position Request Form. The full package offered to the new staff member is subject to final approval by the relevant authority.

## Cyl Staffing and Recruitment Guidelines

Complementary to the Hiring Policy, this document aims to provide to all staff members involved in the Recruitment procedure, important and clear guidelines on the procedure for staffing and recruitment within the Institute.

### Approval of Recruitment of New Staff

Each staff member requesting an opening of a new vacancy or replacement completes the New Position/Replacement Request (NPR) form with all necessary information (except for details provided by Accounts and RIMS Departments). The NPR is then sent to the HR Department for review.

Following confirmation by the HR Department, the requestor forwards the request to the relevant project coordinator/RIMS and Accounts Departments to verify the project funding proposed and complete associated details.

Following the verification by the project coordinator/RIMS and Accounts Departments, the NPR is submitted to the respective senior management (Center Director/Head if applicable) who act as formal requestors for the opening.

The NPR is finally submitted to the VPR (for Research and Research Support positions)/VPO (for positions in Operations) accordingly and the President if applicable (for senior and core funded positions) for approval depending the rank and source of funding of the position.

*Note: Opening positions for Competitive Projects:*

*A new position request process can commence as soon as the Cyl receives an approval letter from a funding body regarding a competitive secured project.*

*The opening/announcement can follow as soon as the necessary internal approvals are secured. The recruitment process will not be finalized (job offer – contract to the selected candidate) unless the Cyl has a signed contract with the relevant funding authority of the competitive project. If, for any reason, a problem appears with the funding authority, job offers can only be made if the requestor can cover the cost of the position with non-Cyl core funds.*

### Job Announcement

A first draft of the job announcement is prepared by the HR Department based on the Job Analysis provided in the New Position Request, to be reviewed by the requestor.

The reference number of each opening is completed by the HR Department and not by the requestor or approver of the opening.

The aim of the job announcement is always to attract the best and most suitable candidates for the relevant opening. For this to be achieved, the profile specifications should be described accurately and in the most objective manner.

The job announcement is widely published based on the opening's specialization.

Even though it is significant to recruit highly specialised and qualified personnel, other factors should also be considered when seeking professionals for recruitment. These are the individual's fit within the Institute's organizational culture, personality traits and competencies matching the position's requirements, development and growth potential within the institute, retention etc. These factors should not only be considered when interviewing the shortlisted candidates but they should also be considered from the beginning of the procedure in order for the job announcement description to be properly prepared and to be posted in the appropriate sources.

### **CV Screening and Shortlisting**

The HR Department prepares the candidate list summary in order to assist the Selection Committee appointed for the recruitment procedure to assess each candidate's qualifications against the set and published criteria in the job announcement (template prepared by HR based on position's criteria and requirements)

The Selection Committee conducts the shortlisting procedure based on the position's set criteria (as described in the NPR/Job Announcement). When selecting candidates to be interviewed it is significant that all candidates that meet the minimum criteria to be given the opportunity for assessment.

### **Interview/Assessment Procedure and Reporting**

All members of the Selection Committee must be involved in the interview/assessment process either together at the same interview or in a two-interview process. They may choose to hold a second or even more interviews with top candidates and include other professionals in the committee if considered necessary through the process (following confirmation by the HR Department).

Before each interview session, the Chair convenes a consultation meeting with the selection committee to clarify the procedure and emphasize that candidates are being evaluated based on metrics outlined in the job announcement as well as to ask if there are any conflicts of interest between committee members and candidates being interviewed. The interview should be structured with predefined questions/procedures for all interviewees. These are agreed in the first consultation session.

For the interviews, the HR Department or administrator provides the members of the committee with full candidate dossiers based on the required documents. Depending the position and rank of the position other methods of assessment may be included such as practical exercises, presentations etc. At the interview stage of the recruitment procedure, all selected candidates should complete the Background Check Questionnaire form and submit it to the HR Department.

Reference checks requested are consistent with the number stipulated in the job announcement and not less or more. A detailed report should be submitted at the end of the review process using the standard Selection Committee Report Template which outlines the procedure followed, describes the assessment for each short-listed candidate and the conclusion/ recommendation of the Selection Committee for appointment. The report is signed by the Chair of the committee (with proven agreement of the rest of the committee members) and submitted to the HR Department.

## Offer and Contract of Appointment

The HR Department sends the recommendation for appointment with the relevant supporting documentation to the VPR/VPO and/or President accordingly for approval. Following the approval by the senior management the HR Department communicates the offer to the selected candidate.

It is appropriate for the selected candidate to be informed of their selection and that they will receive an offer of appointment by the direct supervisor and/or HR where appropriate beforehand. This is suggested as it gives a more personal and positive approach towards the candidate.

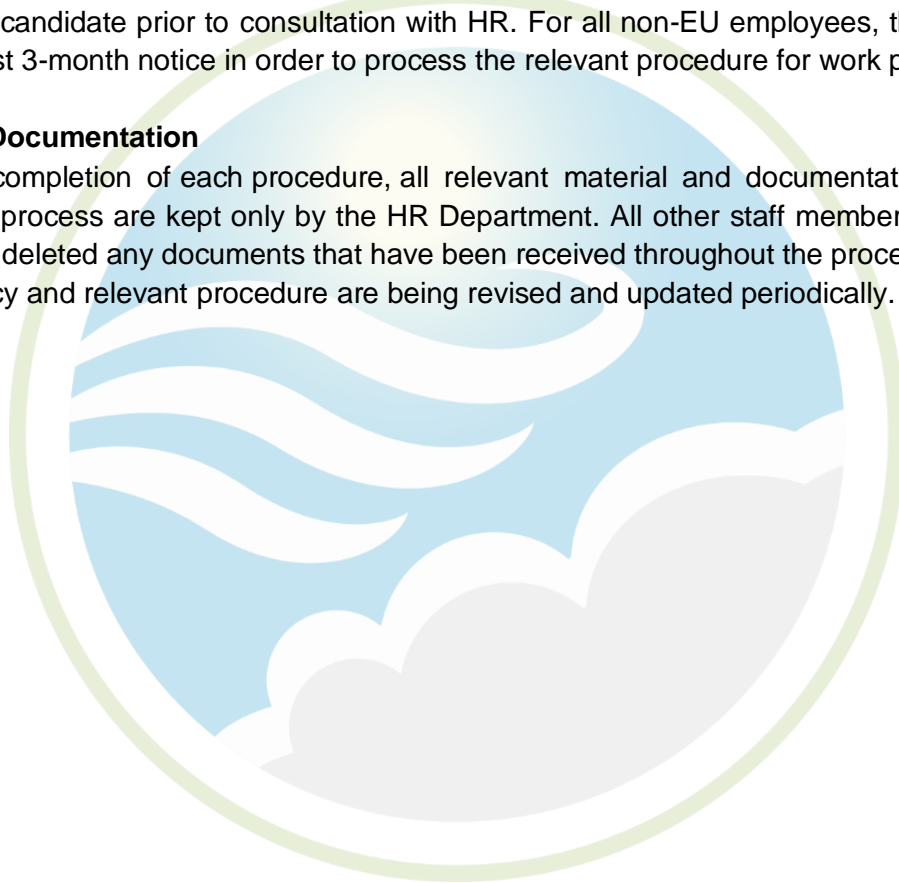
If the appointment concerns EU funded projects, no contract of employment will be signed prior to the signing of the project contract with the funding institution. The contract of appointment is always prepared based on the NPR job specifications and based on the Institute's ranks and relevant conditions.

No terms or conditions of appointment such as salary and duration of appointment are communicated to the selected candidate prior to consultation with HR. For all non-EU employees, there should be a period of at least 3-month notice in order to process the relevant procedure for work permit issuance.

## Recording of Documentation

Following the completion of each procedure, all relevant material and documentation that concern the recruitment process are kept only by the HR Department. All other staff members involved in the process should delete any documents that have been received throughout the process.


The Hiring Policy and relevant procedure are being revised and updated periodically.



## ANNEX IV

### Director of Energy, Environment and Water Research Center (EEWRC)





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Open Vacancies by Center

Energy, Environment and Water Research Center (EEWRC)

Climate and Atmosphere Research Center (CARE-C)

Science and Technology in Archaeology Research Center (STARC)

Cyprus Institute's Computation-based Science and Technology Research Center (CaSToRC)

Center

- Any -

- Computational Scientists (ref.no.CaSToRC\_CS\_20\_04)
- Research Software Engineer (ref. no. HPC\_RSE\_20\_04)
- Assistant Professor for Energy (ref.no. CVI\_APE\_20\_08)
- RIMS Officer (ref. no. CVI\_RIMSO\_20\_06)
- Post-Doctoral Research Fellow in Atmospheric Aerosol Sciences (ref. no. CARE-C\_PDF\_USRL\_20\_08)
- Research Assistant in Atmospheric Sciences (ref. no. CARE-C\_RAAS\_20\_06)
- Innovation Coordinator (ref.no. CVI\_IC\_20\_03)
- Junior Software Developer for Unmanned Aerial Systems (UAS) (ref. no. CARE-C\_JSDUAS\_20\_07)
- Post-doctoral fellow(s) (Ref.no. CaSToRC\_PDF\_20\_03)
- Assistant Professor in Archaeological Materials (ref.no. CVI\_APAM\_20\_03)
- Post-Doctoral Research Fellow (ref. no. CARE-C\_PDF\_20\_03)
- Faculty in Atmospheric Sciences (ref. no. CVI\_FAS\_20\_02)
- Professor in Atmospheric Sciences (ref. no. CVI\_FAS\_20\_02)

#### Director of Energy, Environment and Water Research Center (EEWRC) (ref.no. CYI\_EEWRC\_19\_10)

Reference Number	Job Description
CYI_EEWRC_19_10	<p>The Cyprus Institute (Cyl) is a non-profit research and educational institution based in Cyprus and led by an acclaimed Board of Trustees (<a href="http://www.cyi.ac.cy">www.cyi.ac.cy</a>). Research at the Cyprus Institute is conducted through its four interdisciplinary research centers: the Energy Environment Water Research Center (EEWRC), the Science and Technology in Archaeology Research Center (STARC), the Computation-based Science and Technology Research Center (CaSToRC) and the Climate and Atmosphere Research Centre (CARE-C).</p> <p>The EEWRC, established on 2007 in collaboration with MIT, addresses research issues of global significance in the fields of renewable energy, environment and water and sustainable development with a focus on their specific regional, East-Mediterranean and Middle-Eastern, manifestations. Its research agenda focuses on the great challenges related to: development of renewable energy sources, sustainable development, decarbonization policies for Cyprus and the region, developing sustainable management of water and other natural resources in arid and semi-arid environments. Extensive collaboration with the newly established Climate and Atmosphere Research Centre in the issues of climate and environmental Research is anticipated.</p> <p><b>Position Description</b></p> <p>The Director of the EEWRC will be responsible for the development and general operation of all affairs of the Research Center. S/he will work in Cyprus, and will be offered a professorial appointment in the rank of Professor with tenure, with an internationally attractive salary and benefits package, commensurate to his/her high degree of responsibility and qualification.</p> <p><b>Primary Responsibilities</b></p> <p>The Director will be directly responsible for:</p> <ul style="list-style-type: none"> <li>• Planning, developing and implementing the research agenda of the Center.</li> <li>• Development and stewardship of the Research Infrastructures of the Center</li> <li>• Developing and implementing strategies appropriate to the Center's mission and objectives.</li> <li>• Recruiting and managing the Center's research staff, and developing appraising and motivating them to carry out and achieve the center's research and innovation objectives.</li> <li>• Developing and overseeing the implementation Center's financial budgets and investment plans.</li> <li>• Raising financial and other resources to support the research and innovation agenda and development of the EEWRC; including competitive funds, awards and donations.</li> <li>• Communicating the results and implications of research conducted at EEWRC and Cyl at all levels, including the academic community, the public at large and political and economic decision makers.</li> </ul>

The Cyprus Institute (Cyl) is a non-profit research and educational institution based in Cyprus and led by an acclaimed Board of Trustees ([www.cyi.ac.cy](http://www.cyi.ac.cy)). Research at the Cyprus Institute is conducted through its four interdisciplinary research centers: The Energy Environment Water Research Center (EEWRC), the Science and Technology in Archaeology Research Center (STARC), the Computation-based Science and Technology Research Center (CaSToRC) and the Climate and Atmosphere Research Centre (CARE-C).

The EEWRC, established on 2007 in collaboration with MIT, addresses research issues of global significance in the fields of renewable energy, environment and water and sustainable development with a focus on their specific regional, East-Mediterranean and Middle-Eastern, manifestations. Its research agenda focuses on the great challenges related to: development of renewable energy sources, sustainable development, decarbonization policies for Cyprus and the region, developing sustainable management of water and other natural resources in arid and semi-arid environments. Extensive collaboration with the newly established Climate and Atmosphere Research Centre in the issues of climate and environmental Research is anticipated.

#### Position Description

The Director of the EEWRC will be responsible for the development and general operation of all affairs of the Research Center. S/he will work in Cyprus, and will be offered a professorial appointment in the rank of Professor with tenure, with an internationally attractive salary and benefits package, commensurate to his/her high degree of responsibility and qualification.



## Primary Responsibilities

The Director will be directly responsible for:

- Planning, developing and implementing the research agenda of the Center.
- Development and stewardship of the Research Infrastructures of the Center
- Developing and implementing strategies appropriate to the Center's mission and objectives.
- Recruiting and managing the Center's research staff, and developing appraising and motivating them to carry out and achieve the center's research and innovation objectives.
- Developing and overseeing the implementation Center's financial budgets and investment plans.
- Raising financial and other resources to support the research and innovation agenda and development of the EEWRC; including competitive funds, awards and donations.
- Communicating the results and implications of research conducted at EEWRC and Cyl at all levels, including the academic community, the public at large and political and economic decision makers.

## Responsibilities as a Faculty Member of the Cyl

- Mentoring, advising, educating and providing research guidance to graduate students in Cyl's doctoral and master programs
- Developing and delivering relevant seminars and courses to Cyl graduate students;
- Initiating and sustaining high-level collaborative projects with leading research institutions that conduct research in areas related to his/her respective fields;
- Maintain and further develop at a high international level his/her research and academic record
- Lead and participate in competitive research and innovation proposals

## Profile

The incumbent should be an academic with strong leadership qualities, with a minimum of five years' experience in research management. S/he must have a scientific record of the highest international level, a strong vision of the role of research relevant to the EEWRC scope and interest of research. The candidate must have excellent managerial, interpersonal and leadership skills, with strong capacities for managing human resources, and for generating and maintaining contacts in the academic, business and governmental circles, as well as obtaining support from them for the Center. Furthermore, the successful candidate should have excellent problem solving, analytical and conflict resolution capabilities as well as demonstrated record of initiative. Proficiency in spoken and written English is indispensable, while knowledge of the Greek and/or other languages would be an advantage.

## Application

For full consideration, interested applicants should process their application at The Cyprus Institute JobBoard (<http://jobboard.cyi.ac.cy/>) based on the instructions given. Applicants should submit a CV including a list of publications, a compilation of obtained research grants, and relevant managerial experience, a Vision Statement about their plans for the development of EEWRC, and a list of at least five potential referees, incl. their contact details (all documentation should be in English and in PDF Format). For further information, please contact Ms Christiana Melodias ([head.hr@cyi.ac.cy](mailto:head.hr@cyi.ac.cy)). Please note that applications which do not follow the announcement's guidelines will not be considered. Recruitment will continue until the position is filled.

**Reference letters:** 5

**Contact person:** Ms Christiana Melodias

**Reference number:** CYI\_EEWRC\_D\_19\_10



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 856612 and the Cyprus Government

