

## Facilities Officer

**Position:** Facilities Officer

**Category:** Full-time employment. Open-term contract.

**Location:** Nicosia, Cyprus

**Preferred Start Date:** May 2022 or as soon thereafter.

**Application Deadline:** 27<sup>th</sup> April 2022 (open for at least 3 weeks)

**CYENS** Centre of Excellence (formerly known as RISE) is the Research Centre of Excellence in Cyprus focusing on Interactive media, Smart systems and Emerging technologies aiming to empower knowledge and technology transfer in the region. It is a joint venture between the three public universities of Cyprus - University of Cyprus, Cyprus University of Technology, and Open University of Cyprus, the Municipality of Nicosia, and two renowned international partners, the Max Planck Institute for Informatics, Germany, and, the University College London, United Kingdom. This project has received funding from the European Union's **Horizon 2020** research and innovation programme H2020-WIDESPREAD-01-2016-2017 (Teaming Phase 2) under grant agreement No. 739578, as well as from the Cypriot Government, local and international partners, and other sponsors.

The Centre is seeking for a **Facilities Officer** to join its fast-growing team of passionate and enthusiastic professionals. The Facilities Officer will play an important role in ensuring the smooth running of the Centres' facilities.

### Responsibilities of Facilities Officer

- Ensure the smooth and safe operation of all issues relating to the building-furniture and facilities of the Center.
- Ensure that the Centre's facilities are inspected, managed, and maintained effectively according to the valid legislation.
- Coordinate with Contractors, building owners, vendors, and suppliers to ensure the resolution of various issues concerning the buildings that may arise.
- Ensure that Health and Safety, Security and Environmental standards are met in all premises according to the Centre's Standards and valid Legislation.
- Conduct and / or oversee maintenance, repair work, plumbing, electrical assistance, and any other requirements the buildings and facilities.
- Oversee services provided by third parties, such as cleaning, maintenance, and security.
- Responsible for certification in various management systems in cooperation with competent certification bodies (ISO 9001, ISO 14001 etc). Monitoring the implementing of those Systems.
- Inventory control-Maintains records of materials in inventory- enforcing the Government Regulations concerning the warehouses, under the guidance of the procurement Manager.
- Responsible for organizing any removals needed for the Centre.
- Responsible for monitoring and implementing the provisions included in rental agreements.
- Responsible for issuing the safety plans of the Centre.

### General qualifications and requirements

1. University Degree (Bachelor's Degree or Degree of a level equivalent to Bachelor's Degree) or Diploma or Certificate or other study title or qualification in a relevant field (*Facilities Management, Construction, Mechanical or Electrical Engineering, Property Management* or related).

2. A minimum of 2 years' experience in a similar role, providing facilities and maintenance services in a professional environment.
3. Experience in working with contractors and supplies and monitoring service standards.
4. Experience with Health and Safety practices and compliance and working with service level agreements.
5. Language requirements: Fluent in English and Greek (written and spoken).
6. For non-EU applicants a work permit will be required.

### **Benefits**

Take advantage of this opportunity for your professional and personal development by being a part of our fast-growing Research and Innovation Centre of Excellence. A very attractive remuneration package will be offered to the successful candidate according to qualifications and experience.

### **Application process**

For full consideration, interested applicants should submit the following items via the [online application form](#) and mention the position you are applying for: "Application for Facilities Officer":

1. Full CV (including contact details).
2. Cover letter which clearly states: (a) how you envision your role, (b) how your experience and qualifications match the specific position, and (c) the availability date for full-time employment (d) contact details of two referees.

In case you previously applied for a post at CYENS CoE, a new application is required.

For general enquiries, applicants may contact the HR Department of CYENS, Centre of Excellence at [vacancies@cyens.org.cy](mailto:vacancies@cyens.org.cy).

CYENS Centre of Excellence is an equal opportunity employer and the position is open to everyone, internationally.

**All applications are treated in the strictest confidence.**

### **ABOUT CYENS CoE**

CYENS Centre of Excellence is a Centre of Excellence in Research and Innovation on Information and Communication Technologies in Cyprus, aiming to empower knowledge and technology transfer in the region. It is a joint venture between the three public universities of Cyprus - University of Cyprus, Cyprus University of Technology, and, Open University of Cyprus, the Municipality of Nicosia, and two renowned international partners, the Max Planck Institute for Informatics, Germany, and, the University College London, United Kingdom.



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