

Procurement Manager

Position: Procurement Manager

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

Location: Nicosia, Cyprus

Preferred Start Date: May 2022 or as soon thereafter.

Application Deadline: 20th of 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 conducts excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence delivered by high-calibre multidisciplinary research teams. CYENS engages in knowledge transfer and innovation activities aiming to bridge the gap between scientific research and STEM-led innovation and entrepreneurship.

The research focus of CYENS is on interactive media, smart systems, and emerging technologies. Interactive media have become an integral part of our lives, changing the way that information is conveyed to the user and the ways users interact with devices, with other people, and with the world around them. Smart systems have offered a novel way of producing automated solutions to hard problems for which the mere use of the human intellect is insufficient. Research in CYENS integrates the Visual Sciences, Human Factors & Design, and Communications & Artificial Intelligence, in a tight synergy that provides a unique interdisciplinary research perspective that emphasizes an "Inspired by Humans, Designed for Humans" philosophy. CYENS is designed to act as an integrator of academic research and industrial innovation, towards the sustainable fuelling of the scientific, technological, and economic growth of Cyprus and Europe.

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

Responsibilities of Procurement Manager

- Manage all procurement procedures of the Centre in compliance with corporate, governmental and EU procurement policies and standards, code of conduct and operating guidelines.
- Responsible for the development and implementation of the procurement plan to ensure all procured goods, works or services are within the approved budget.
- Handle communication with suppliers and vendors and ensure the resolution of issues related to vendor performance in delivery of goods and services.
- Support teams with the planning of expenditure and ensure that a good knowledge of the procurement procedures and their application, is maintained by all staff.
- Conduct a continuous market research for goods and services availability.

- Oversee all third-party accreditations (ISO 9001, ISO 14001 etc).
- Observe issues of facilities, safety, quality and environmental compliance audit.

General qualifications and requirements

1. University Degree, Bachelor's degree and/or postgraduate degree (or equivalent) in a related field.
2. A minimum of 5 years' experience in a procurement role.
3. Experience in governmental and EU procurement policies and standards will be considered an advantage.
4. CIPS qualification will be considered an advantage.
5. Experience in project management will be considered an advantage.
6. Computer literate.
7. Language requirements: Fluent in English and Greek (written and spoken).
8. For non-EU applicants a work permit will be required

Profile of the ideal candidate – *select relevant qualities required for specific role:*

1. Self-motivated with the ability to take initiative and work independently.
2. Strong organizational, communication, presentation, and negotiation skills, having the ability to deal confidently and politely with enquiries.
3. Very good analytical skills coupled with attention to detail.
4. High levels of commitment, energy, and drive.
5. Excellent interpersonal skills.

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 Procurement Manager":

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.

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

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