



JOB POSTING

Title of Position: External Funding Officer
(For Erasmus, European funded programmes etc)

Neapolis University Pafos
2 Danais Avenue,
Paphos 8042

Neapolis University Pafos (NUP) is one of the leading private universities in Cyprus, with students from all around the world. It is a vibrant academic institution focusing on high-quality education and research that aims to provide top educational services to the Cypriot region and beyond.

Job Description:

Location: Pafos
Hours: Full-Time

Job Responsibilities:

- To maintain and develop the systems and processes required for the payment of Erasmus student and staff mobility grants.
- To respond to queries from incoming and outgoing Erasmus students in person, by phone, and by email.
- Preparation and submission of interim and final reports to the National Agency for the relevant mobility period, etc
- To ensure appropriate electronic records and archives for external funding are developed and maintained, allowing timely and accurate data to be accessed and presented.
- To support the development and provision of good information sources and repositories for research and innovation funding sources and bid preparation processes for staff; and ensure that this information is complete, accurate, and up to date.
- To assist in implementing Work Packages in the framework of the University's participation in the European Alliance EMERGE ([Emerge - Emerge](#)), ensuring proper Project Management taking into consideration working together with the EMERGE staff and other EMERGE partners.
- Any other duties assigned by the Rector or Vice-Rector of the University.

Key competencies:

- High sense of responsibility and confidentiality.
- Willingness for continuous learning and ability to collaborate (teamwork).
- Computer Literate.
- Excellent administrative and organizational skills
- Excellent communication and interpersonal skills, including the ability to address and relate well to a broad range of students and client groups, on a variety of levels.
- Willingness to travel.

Qualifications and Experience:

- University Degree.
- Experience in a similar position.

Language:

- Excellent knowledge of Greek.
- Excellent knowledge of English (both verbal & in writing).

Salary and benefits:

The salary will be commensurate to any prior experience and abilities.

How to Apply:

Please submit your application, stating "External Funding Officer" in the subject line with a copy of your CV to hrd@nup.ac.cy

As an equal opportunities employer, we welcome applications from all suitably qualified individuals. All appointments will be based on merit.

CLOSING DATE: Until the position is fulfilled.