JOB VACANCY

Information Technology Officer (Systems and Network Administrator)

The Cyprus Cancer Research Institute (C.C.R.I.), a Non-For-Profit organization, based in Nicosia, Cyprus, aspiring to become a world-class interdisciplinary research institute that operates within a network of leading clinical and academic partners, namely the University of Cyprus (UCY), the Karaiskakio Foundation (KF) and the Bank of Cyprus Oncology Centre (BOCOC), is seeking to recruit an experienced **Information Technology Officer (Systems and Network Administrator)**, to be based in Nicosia, at the CCRI's premises.

Job Overview: Reporting to the Operations Director, the successful candidate will be responsible for providing information technology (IT) systems and user support, by installing computer systems and software, while maintaining computer networks and connectivity. The IT Officer will be also involved in the design and implementation of policies and procedures that ensure the protection of the organization's computing infrastructure.

Main Responsibilities and Duties:

- Managing the Institute's IT and communications infrastructure and developing, in collaboration with the Operations Director, the overall IT strategy.
- Coordinating, planning and leading computer- and system-related activities in the organization and managing the budgeting and planning of the IT function.
- Developing, implementing, and monitoring IT policies and best practice or manual guides.
- Determining the IT needs and implementing the necessary systems to fulfill the information systems requirements.
- Managing partnerships with technology vendors and performing new technology assessments and evaluations.
- Troubleshooting hardware and software issues and collaborating with outsourcing companies to ensure the functioning of IT systems.
- Overseeing the implementation of IT projects and determining their timeframes.
- Providing guidance and identifying training needs and opportunities for CCRI employees regarding IT and Information security matters.
- Ensuring compliance with security policies, while documenting any security breaches and assessing their damage.
- Preparing Terms for Technical Procurements.
- Monitoring Software License Renewals.
- Implementation and Maintenance of an Intranet – SharePoint.
- Providing user support to CCRI employees.

Qualifications:

Education level:

- Bachelor's degree in Computer Science, Information Technology, or any other related field.
- Master's Degree in Computer Science, Information Technology, Information Security, Cybersecurity, or any other related field will be considered as an advantage.

Fluency in Greek and English is essential.

Experience
- At least 3 years' experience in the Information Technology Field, and in a similar role.

Competencies:
- Exceptional technical skills related to IT systems and Infrastructure.
- Strong organizational and time-management skills.
- Good project management skills.
- Excellent Microsoft Products knowledge.
- Excellent Microsoft Office 365 Platform knowledge.

Personal characteristics
- Excellent interpersonal and communication skills.
- Ability to work both independently and as part of a team.
- Ability to work under pressure and effectively manage multiple tasks.
- Confidentiality, professionalism, strong work ethic and trustworthiness.

Employment Type: Permanent / Full time

Remuneration: The approved salary scale for the position is A8 – A10 – A11.

The placement of the successful candidate will be on the first step of A8 scale

(the basic annual gross salary of the position (including 13th salary) amounts to € 23.885 (A8/1st – 10%))

Any general increases and indexation allowance of the same amount and under the same conditions, as in the case of employees in the Public Sector are added to the basic salary of the position.

Deadline for the Submission of applications: **22 July 2022**

Shortlisted candidates may be requested to submit contact details for the provision of References.

Application Procedure:

Applicants should submit a **Curriculum Vitae (CV)** along with a **cover letter** stating their interest for the position, via email at **hr@ccri.org.cy** stating the job position code: CCRI_22_JP-2205 with email Subject: *"Application [full name] for the position code CCRI_22_JP-2205"*

The shortlisted candidates may be requested to take exams to fulfil the position.

All applicants will receive a confirmation email after their application submission with a unique reference number. All applications will be treated with strict confidentiality.

The CCRI is an Equal Opportunity Employer. The CCRI is committed to creating and sustaining a positive and supportive working environment for its staff where everyone is equally valued and respected.

Contact Information:

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