



## **PASYKAF**

### **EU PROJECTS OFFICER**

The Cyprus Association of Cancer Patients and Friends (PASYKAF) is a Non-profit Charitable Organisation (reg. no. 525) dedicated to fight cancer through education, research, and awareness and improving the quality of life of cancer patients and their families through services offered and advocacy.

PASYKAF provides continuing care to patients who require nursing and medical care while being in the comfort of their homes, the warmth of their families and their supportive environment, throughout all the stages of the illness.

For more information, please visit our website: [www.pasykaf.org](http://www.pasykaf.org).

#### **Job description**

The successful candidate will work and make a difference for better health and patient healthcare through the implementation of European collaborative research projects reinforcing our work in topics such as health, ageing, ICT and research.

The EU Projects Officer will be responsible for the daily implementation of funded projects and will be based in Nicosia, under the supervision of the R&D Manager.

Applicants with experience in European Project Management especially in Horizon 2020 program will be preferred. Also, knowledge of EU funding financial rules is essential.

#### **Overview of duties:**

The tasks include but are not limited to:

#### **Proposals development**

- Identify promising project ideas;
- Identify funding opportunities related to research and innovation;
- Create collaboration opportunities with external Organisations;
- Setting up project consortia and partnerships;
- Write project proposals / Reply to tenders;

## **Project implementation**

- Coordinate the complete execution of a project, from negotiation to project closure;
- Project financial and technical follow-up, ensuring compliance with EC regulations;
- Preparation and submission of financial/administrative deliverables and financial reports;
- Contact with project partners, including guidance on administrative and financial issues;
- Management of the international consortium of project partners;
- Travel and represent PASYKAF at consortium meetings;
- Support the R&D Manager in drafting, preparing and submitting project deliverables (related to management and dissemination), reports, minutes, presentations, and other communication materials;
- Support the R&D department's internal partners on the implementation of current and future European Projects;

## **Qualifications & Skills**

### **Essential:**

- A Bachelor's degree is required;
- Minimum three years' relevant work experience;
- Experience in EU project planning and management;
- Proven experience in European projects management;
- Excellent computer skills, especially a very good command of MS Office;
- Excellent communication skills;
- Demonstrated ability in managing multiple projects simultaneously;
- Ability to work independently and excellent attention to detail and accuracy;
- Strong organisational and time management skills, ability to multi-task, prioritise tasks effectively and respect deadlines;
- Willingness and ability to travel as required;
- Fluent in English (both oral and written);

### **Desirable:**

- Previous experience with a Non-profit or governmental Organisation and background experience in/or associated with science or research Organisations will be considered as an advantage;
- Financial and budgeting skills;
- Knowledge of Horizon 2020 procedures;
- Experience in the health sector, and ideally EU health research projects;
- Fluent in Greek (both oral and written);

## Applications

All applications will be treated in the strictest confidence.

Interested applicants should send their CV and a motivation letter (max. one page) to [jobs@pasykaf.org](mailto:jobs@pasykaf.org) no later than the 11<sup>th</sup> of November 2024.

Applicants should include the position for which they are applying in the subject line of their email.

Please note that due to the high volume of CVs, only successful candidates will be contacted.

PASYKAF is an equal opportunity employer.