

Director of Research and Development

The purpose of this role is to oversee the organization's Research and Development Division, coordinate the development of project proposals and manage projects related to children's rights. The Director of Research and Development will be responsible for the following duties:

Key Accountabilities:

- Draft and supervise production of HFC publications, including the annual report, informational materials, and research reports
- Coordinate with other institutions and centers on interdisciplinary research initiatives and grants
- Handle the preparation and submission of European and/or national funding proposals
- Ensure that core reporting requirements to the funders are met
- Serve as main contact for institutions regarding grant applications, implementation, and reporting
- Coordinate research projects on substantive children's rights issues
- Coordinate the development of materials on substantive children's rights issues, including articles, policy memos, reports, and training manuals
- Ensure timely and accurate gathering of information and submission of expenditure claims and proof of payments to funders in cooperation with the financial department and other staff members
- Develop and implement necessary policies and procedures for the efficient and effective operation of R&D Division
- Build alliances and partnerships with other organizations and research foundations nationally and internationally
- Follow office workflow procedures to ensure maximum efficiency
- Facilitate problem solving and collaboration
- Participate in recruiting and selection process of R&D staff
- Monitor and evaluate the performance of staff
- Set individual employee goals and provide routine evaluations of progress toward these goals. Identify and promote professional growth opportunities for staff and ensure adherence to professional standards and ethics.



General Obligations

- Commitment and adherence to the mission, vision, and guiding principles of the organization.
- Participate in weekly or monthly staff meetings, trainings, and other required meetings.
- Adhere to strict confidentiality policies and procedures.
- Handle confidential information and have the ability to interact tactfully with other staff and clients at all levels concerning sensitive issues.
- Work as a team member, providing support as well as constructive feedback in interpersonal interactions.
- Participate and contribute to fundraising programs of the organization.
- Work under the principles of the UNCRC, without prejudices and with respect to the principle of non-discrimination.

Professional Qualifications

- Postgraduate studies in the field of social sciences, research, or equivalent.
- A minimum of 3 years work experience relevant to the position, including experience / professional knowledge in relation to proposal writing and implementation of EU funded programs.
- Computer literate and proficient in the use of MS Outlook and Word
- Fluency in English and Greek, both written and verbal.

Skills and traits

- Excellent strategic thinking and leadership abilities.
- Critical thinking & problem solving skills.
- Highly organized and structured.
- Very clear and systematic thinking that demonstrates strong judgment and problem-solving competencies.
- Excellent communication skills in multicultural, multi-lingual environments.



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Other requirements

Willingness and ability to travel.

Clear criminal record.

Please submit your CV accompanied by a cover letter at jobs@uncrcpc.org, by the 24th of September 2021 the latest.