# Job Description

| Job title | *Post-doctoral Researcher* |
|---|---|
| **Supervisor-once-removed** | *Academic Faculty* |
| **Reports to** | *Academic Faculty or/and Research Faculty or/and Senior Research Associate* |
| **Position Type** | *Full-time* |

## Job purpose

Conduct fundamental and/or applied research and/or engage in innovation and entrepreneurship activities in the area of Information and Communication Technologies with emphasis on the Monitoring, Control, Security and Management of Critical Infrastructure Systems in order to produce knowledge and simultaneously promote KIOS CoE.

## Duties and responsibilities

| Description | Time allocation (%) |
|---|---|
| Work independently and/or in a team in fundamental and/or applied research, typically in the context of research and/or innovation projects | 50 – 60 |
| Produce, publish and present research results in high quality conferences and journals and/or engage in innovation activities and transfer of knowledge | 28 – 38 |
| Prepare reports and project deliverables for KIOS CoE project(s) | 5 – 15 |
| Attend academic and/or other conferences and seminars for further personal and professional development | 5 – 10 |
| Assist in the preparation of research and/or innovation proposals | 0 – 10 |
| Present periodically to KIOS personnel the progress of your research | 2 – 5 |
| Assist in the training, education and dissemination activities of the KIOS CoE | 0 – 5 |

*\*Note: the allocation of time on duties and responsibilities may change upon agreement with the Supervisor*

## Qualifications and Education Requirements

- Bachelor's and/or Master's Degree in Electrical Engineering or Computer Engineering or Computer Science or a related field from an accredited institution

● Doctorate degree or equivalent in the subject areas directly related to Information and Communication Technologies **or** Engineering and Technology **or** Natural, Applied and Social sciences.

## Knowledge

● Engineering and Technology: advanced knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services **and/or**
● Information and Communication Technologies: advanced knowledge in technical fields used to handle digital information and communication **and/or**
● Natural, Applied and Social sciences: advanced knowledge of physics and/or mathematics and/or biology and/or a social science and their theoretical and practical applications **and**
● English language: advanced knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

## Skills
*Note: Skills are learned behaviors that can be acquired through training and are necessary in order to be able to carry out one or more job functions. Skills can be developed and improved over time, by combining abilities and knowledge. All skills listed below are important; the categorization was based on the job analysis procedure and provides a better understanding of what this position requires.*

| Description | Importance (*) |
|---|---|
| Analytical: collect and analyze information, solve problems and make decisions | ***** |
| Technical: practical skills and knowledge needed to perform specific mechanical, information technology, mathematical or scientific tasks | ***** |
| Self-Management: take responsibility of your own behavior and make your own contribution | ***** |
| Organizational: organize and manage your time, energy and resources in an effective way for achieving goals and objectives | **** |
| Communication & Interpersonal: convey or share information, ideas and feelings effectively | *** |
| Team-working: the process of working collaboratively with a group of people in order to achieve a goal | *** |

*\*Where 5 stars: essential, 4 stars: extremely important and 3 stars: very important*

## Abilities

*Note: Abilities are natural or inbuilt, can be improved and they are essential for the development of a skill. All abilities listed below are important; the categorization was based on the job analysis procedure and provides a better understanding of what this position requires.*

| Description | Importance (*) |
|---|---|
| Self-discipline – the ability to focus on completing the tasks effectively and efficiently without external stimulus | ***** |
| Critical thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems | ***** |
| Dependability – the quality of being reliable and trustworthy | ***** |
| Self-motivation – the drive to initiate and complete what needs to be done without external stimulus from other people or situations | ***** |
| Oral comprehension – the ability to listen to and understand complex information and ideas presented in English through spoken words and sentences | ***** |
| Written comprehension – the ability to read and understand complex information and ideas presented in English writing | ***** |
| Professionalism – the ability to demonstrate a commitment to carrying out responsibilities and an adherence to ethical principles | **** |
| Initiative – ability to evaluate, select and act on various methods and strategies for solving problems and meeting objectives before being asked or required to do so | **** |
| Selective attention — the ability to concentrate on a task over a period of time without being distracted | **** |
| Work under pressure – the ability to respond and perform effectively when put under stressful situations | **** |
| Deductive reasoning – ability to form and defend independent conclusions | **** |
| Creativity, innovation and originality – the capability or act of conceiving and implement something new or/and unique | *** |

*\*Where 5 stars: essential, 4 stars: extremely important and 3 stars: very important*

## Additional Notes (if any)

A post-doctoral researcher can stay in KIOS CoE for an estimated expected time of 2-3 years. However, if in agreement with his/her Supervisor, both parties decide to extend their cooperation then post-doctoral researcher takes the title "Research Associate" and the relevant job description with different duties and responsibilities.

## Direct reports

No direct reports.

| Approved by: | *Executive Committee* |
|---|---|
| **Created by:** | *Human Resource Management Team* |
| **Date approved:** | *02/10/2019* |
| **Reviewed:** | *26/08/2020* |
| **Version** | *1.1* |