# Job Description

| Job title | *Research Associate* |
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| **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. Prepare research and/or innovation proposals and support KIOS CoE for achieving its strategic objectives.

## 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 | 38 – 48 |
| Produce, publish and present research results in high quality conferences and journals and/or engage in innovation activities and transfer of knowledge | 20 – 30 |
| Engage in the preparation of research and/or innovation proposals | 15 – 30 |
| Manage projects and prepare reports and project deliverables | |
| Supervise or co-supervise undergraduate students and/or junior researchers | 10 – 15 |
| Attend academic and/or other conferences and seminars for further personal and professional development and/or engage in networking activities of the KIOS CoE | 5 – 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 or/and 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 | ***** |
| Team-working: the process of working collaboratively with a group of people in order to achieve a goal | **** |
| Organizational: organize and manage your time, energy and resources in an effective way for achieving goals and objectives | **** |

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| Communication & Interpersonal: convey or share information, ideas and feelings effectively | **** |
| Project Coordination: apply tools, skills and techniques to project activities to meet the project requirements | *** |
| Leadership: skills in delegating, motivating and communicating effectively when leading a team | *** |

*\*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 | ***** |
| Professionalism – the ability to demonstrate a commitment to carrying out responsibilities and an adherence to ethical principles | ***** |
| 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 | ***** |
| 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 | ***** |
| Self-motivation – the drive to initiate and complete what needs to be done without external stimulus from other people or 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 | **** |

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| 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 | **** |
| Work under pressure – the ability to respond and perform effectively when put under stressful situations | **** |
| Time-management – ability to prioritize tasks and manage effectively your own time | **** |
| Networking - the ability to build relationships and networks inside and outside of KIOS CoE | *** |
| Judgement and decision-making – Considering the relative costs and benefits of potential actions to choose the most appropriate one. | *** |

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

## Additional Notes (if any)

No additional notes.

## Direct reports

No direct reports.

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