Bank of Cyprus Oncology Centre



Research Officer (for European-funded programs) at the Bank of Cyprus Oncology Centre

SECTION	page
1. About the Bank of Cyprus Oncology Centre	2
2. Research Officer Job Description	3
2. Selection Criteria	5
3. Application submission process	6

About the Bank of Cyprus Oncology Centre:

The Bank of Cyprus Oncology Center (BOCOC) is located in Nicosia, Cyprus.

Founded in 1998 by the Bank of Cyprus and the Cyprus Government, BOCOC has been established as the principal provider of oncological services in the island with over 52.000 patients treated at the Centre since its inception. BOCOC has evolved into a current 250 staff strong modern facility, with over 2000 patient contacts per year, remaining at the forefront of oncological services.

The Centre consists of three Clinical Departments:
A) Medical Oncology
B) Radiation Oncology
C) Diagnostic and Interventional Radiology

BOCOC is the first Hospital in Cyprus and Greece to be accredited by the British Accreditation/ Certification Agency, CHKS (Caspe Healthcare Knowledge Systems) since 2007 and at the same time to be certified with the international quality standard ISO 9001.

Clinical Trials Unit 'ANASTASIOS G. LEVENTIS'

Since March 2017, the Leventis Foundation has funded the development of a Clinical Trials Unit at the Centre. This is the first time that coordinated and methodical efforts have been made to promote and implement such an innovative approach for cancer clinical research in Cyprus.

Our objective is to conduct early clinical trials, alongside later stage clinical trials. In doing so, the aim is to offer patients who have exhausted conventional treatment options for their disease, the opportunity to access new treatments which are based on the selective targeting of molecular pathways in cancer. As a result, patients taking part in these trials will have access to drugs which are not available through the national health system, therefore increasing their treatment options.

In addition, the Clinical Trials Unit, continues to facilitate the conduct of clinical and translational studies through large European organisations including the European Organisation for Research and Treatment in Cancer (EORTC) and other bodies.

Research Officer Job Description

Job title:	Research Officer
Supervisors:	Head of Clinical Trials Unit «Anastasios Leventis»
Type of work:	Fixed Term Contract
Period of work:	One (1) year with the right of renewal for another year
Salary:	Annual gross salary is € 24.488,23
Place of work:	Bank of Cyprus Oncology Centre, Nicosia, Cyprus

Job Overview:

The successful candidate will participate in the research and administrative activities of the funded research projects that will take place at the Bank of Cyprus Oncology Centre, under the responsibility of the Head of the Clinical Trials Unit of the "Anastasios Leventis" Centre and in collaboration with the members of the Centre's research team and other healthcare professionals.

He/She will be responsible for the day-to-day operation of the activities of each project, conducting relevant translational research, analysis and dissemination of results to the appropriate communication channels.

Duties and Responsibilities:

1. To be able to conduct activities in accordance to the particular project requirements and associated projects.
2. To actively contribute to the smooth running of the operations in co-ordination with other members of the research team and health professionals.
3. To perform biological samples' initial processing and storage if required. r
4. To operate and maintain equipment and laboratory instruments.
5. To analyse, manage and communicate data, ensuring the validity and reliability of the data.
6. To collect clinical data and maintain organised and accurate records of clinical and or experimental data.
7. To develop protocols, techniques and SOPs for the project and associated project(s) if needed.
8. Ensures compliance with accreditation requirements
9. Conduct literature review, maintaining data collection files
10. To actively participate in the research team's research meetings and other research meetings related to the project.
11. To undertake appropriate administrative tasks as required.
12. To undertake any necessary training and/or development as required.
13. Any other duties as required in the course of the project(s).

Skills and Qualifications:

Essential skills:

- Bachelor's degree in one of the following fields, biology/biomedical sciences/chemistry*
- Post graduate degree (MSc) in biomedical sciences, biology, chemistry
- Fluency in English Language*
- Very good knowledge of the Greek Language.

** You can find the list of accepted evidence documents at www.psc.gov.cy.*

Desired skills:

- Previous work in cancer related research or clinical fields will be considered an advantage.
- Postgraduate degree or thesis in a cancer related field will be considered an advantage.
- Proficiency in conducting statistical analysis using tools will be considered an advantage.

SELECTION CRITERIA *RESEARCH OFFICER*

	REQUIRED	DESIRABLE
Qualifications ▪ Degree (BSc) in biomedical sciences, biology, chemistry. ▪ Post graduate degree (MSc) in biomedical sciences, biology and chemistry. ▪ Fluent knowledge of the English Language* ▪ Very good knowledge of the Greek Language* **You can find the list of accepted evidence documents at www.psc.gov.cy*	X X X X	
Skills – Experience ▪ Previous work in cancer related research or clinical fields will be considered an advantage ▪ Postgraduate degree or thesis in a cancer related field will be considered an advantage ▪ Proficiency in conducting statistical analysis using tools will be considered an advantage		X X X
Knowledge ▪ Very good knowledge of Microsoft applications (word, power point, excel)	X	
Personal characteristics ▪ Enthusiasm, honesty, integrity, dedication and hard – working ethos ▪ Discipline and regard for confidentiality and security at all times ▪ Proactive and flexible attitude to work with the ability to learn new concepts and technologies ▪ Willingness to work flexible hours as work demands ▪ Efficient time management, prioritization, teamwork	X X X X	 X
Other ▪ Understands the confidentiality required for handling sensitive personal patient data and is aware of the GDPR regulations ▪ Is polite and sensitive when communicating with cancer patients	X X	

Application Submission Procedure
The Bank of Cyprus Oncology Centre accepts applications for one or more positions for the post of Research Officer for the elaboration of European funded programs.

Interested applicants can apply for this position by following the link Θέσεις Εργασίας | Ογκολογικό Τράπεζας Κύπρου

Validity of applications:
A prerequisite for an application to be valid is the inclusion of all required certificates, as defined in the site selection criteria.

Note:
Any degree, certificate, professional qualification or other certification written in the CV of the candidate should be accompanied by the corresponding copy. Otherwise, it will be considered that its possession does not exist.

Late submissions of applications will not be considered for evaluation.

Selection process:
All applications will be evaluated based on the selection criteria and shortlisted candidates will be invited to an interview.

Notes:
1. Personal Data - Submission of application for recruitment:
BOCOC, based on its provisions on the Protection of Individuals against the Processing of Personal Data, Regulation (EU) no. 2016/679 and the national legislation L.125 (I) / 2018, has the obligation and responsibility to ensure that the personal data that will be submitted will be legally processed in accordance with the above Regulation.

The Center maintains and processes the personal data provided, for the purpose of concluding a contract in accordance with the applicable legal framework and the internal regulations of the Center.

This data will be deleted / destroyed by the Center within six months of the completion of the recruitment process.

2. Applications will be handled in strict confidence.

Communication:
Communication with candidates will be processed electronically. Therefore, we suggest you check regularly your email account.

Enquiries:
Enquiries and questions can be addressed to the Head of the Clinical Trials Unit Dr Elisavet Papageorgiou at Elisavet.Papageorgiou@bococ.org.cy or 22 847688

Closing date for applications: Thursday 26th of December 2024