

Appendix A (Job Description)

Job Summary: This role supports the development of the research themes under EIT as covered by the MCAST Applied Research and Innovation Centre. The Researcher supports in the administration of research projects and oversees related day-to-day operations and developments, will co-author scientific papers, and support in the preparation of research grants. The Researcher will ensure that all study activities are completed by strictly following all current local laws, regulations, guidance, policy and procedures.

DUTIES AND RESPONSIBILITIES

- Performs a variety of technical duties supporting the research project or programme, as required.
- Provide strategic advice on national innovation ecosystem development, partnership raising, as well as management of the National Hub (RIS EIT 'Consortium') and EIT Climate-KIC partners based in the country.
- Promoting the EIT Hub's activities, caring about stakeholders and citizens outreach, contacts with media and content creation for the Hub at national level
- Ensures the Hub meets external governance obligations related to legal, operational, funder and compliance requirements
- Ensure that all the ongoing projects funded under European Institute of Technology (EIT) fully abide by the financial and operational metrics and guidelines that are set out by the EIT.
- Plans, Coordinates, Executes and Supports research project(s) activities in line with Grant Agreements and or MCAST commitments.
- To build in the local context, new networks, engage with stakeholders and ensure that stakeholders participate fully in the different projects' activities.
- Contribute to the development of research implemented within the Applied Research and Innovation Centre and participate accordingly in funded research projects.
- Develops contacts to acquire knowledge and understanding of the research project(s).
- Managing and co-ordinating various programmes (e.g. Strategic Programmes, future Green Deal call involvement etc.), role depending on the approved annual/multi-annual programme/funding
- Co-ordinate day-to-day work to support the research project.
- Keep records of deliverables, finances and other tasks carried out and participate in project management under supervision by the Director;



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- Co-ordinates and assist in the dissemination process, under the guidance of ARIC management.
- Facilitates collaboration by liaising with other research groups at MCAST and external entities including industry partners and international consortia.
- Work in liaison with relevant MCAST units and departments, as necessary.
- Develops and maintains a good working relationship with cross-campus departments at MCAST.
- Ensures compliance with Health and Safety procedures.
- Perform any other project related task as instructed by the Director of Research.
- The list is not exhaustive, and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.