



<b>Programme Title</b>	<b>Science Foundation Ireland Fellowship Programme (Research Centres &amp; Enterprise Partnership Divisions)</b>  <b>Science for the Economy Directorate</b>
<b>Duration</b>	<b>36 months</b>

**KeyResponsibilities**

Support Scientific Programme Managers with directorate activities including but not limited to:

- Programme development;
- Processing of funding applications;
- Sourcing of expert peer reviewers;
- Organisation of site reviews;
- Review of annual reports;
- Preparation of directorate updates and reports for internal and external stakeholders;
- Assisting researchers with queries;
- Data validation and analysis;
- Analysis of narrative that supports research impact;
  
- Development of content for Communications purposes;
- Engaging with industry representatives that are interested in collaborating with Ireland based academic researchers;
- Supporting Directorate initiatives.

### Key Competencies

- Communication
- Teamwork
- Respect & Integrity
- Initiative & Creativity
- Personal Effectiveness
- Project Management

### Essential Requirements

- PhD degree or equivalent (note that we are particularly interested in receiving applications from candidates with a PhD in Computer Science);
- A self-starter with the ability to work under pressure;
- Attention to detail;
- Familiarity with technical tools (e.g. Microsoft Office);
- An interest in science policy and a willingness to work in an office/administrative environment.

### Benefits

In addition to the standard SFI Fellowship benefits as outlined in the call document, Fellows in the Economy Directorate will also:

- Gain a deep understanding of SFI's suite of programmes that support partnerships between academic researchers and industry;
- Develop a network of contacts across the portfolio of SFI's world leading Research Centres;
- Have the opportunity to join cross directorate working groups within SFI;
- Develop expertise in technical tools such as MS Office and Tableau;
- Attend peer review panel meetings.