

Nicosia

The Agency

The Cyprus Investment Promotion Agency (CIPA), seeks to recruit high calibre and motivated professionals to join the agency at their Nicosia offices. CIPA is the national agency for the promotion, attraction and encouragement of foreign direct investments to Cyprus and is funded by the Government of the Republic of Cyprus.

The Career Opportunities

We are looking for dynamic individuals with high degrees of trustworthiness, honesty, commitment, initiative, reliability and organisational skills, willing to exercise high levels of flexibility relating to the execution of their duties for the following positions:

INVESTMENT PROMOTION DIRECTOR - BUSINESS DEVELOPMENT (Code: IPD01)

The Candidate

The successful professional should have the following:

- University degree in a related field from a well established Academic Institution. A post graduate degree is highly desirable, especially in marketing and or MBA will be considered an advantage.
- 5-10 years of experience in business development activities, preferably with exposure to international business environment, with emphasis in Foreign Direct Investment.
- Proven ability to understand international business trends in the global economy.
- Ability to formulate clearly defined strategies which are within the goals and scope of the Agency.
- Business development and innovative problem solving skills.
- Exceptional planning and organizational skills with attention to detail, accuracy, ownership and accountability.
- Excellent Greek and English communication skills - both oral and written. Additional language skills are desirable.

The Duties

Key responsibilities of the incumbent will be to:

- Closely cooperate with and support the Director General for the successful accomplishment of the Agency's Mission and Goals.
- Leading a talented team of professionals for business development and organizational goal achievement
- Actively participate in the formulation of investment promotion strategies through research, analysis and evaluation of investment opportunities, and preparation of action plans for strategy implementation.
- Promote Cyprus as an attractive investment destination through communication, and networking with stakeholders and through organisation of targeted events in Cyprus and abroad, for business development.
- Actively participate in the formulation and implementation of the advocacy and facilitation strategies of the Agency.

INVESTMENT PROMOTION OFFICER (Code: IPO01)

The Candidate

The successful professional should have the following:

- A university degree in Economics, Finance, Business Administration, Marketing, Computer Science, Mathematics, Statistics, or closely related field. A post graduate degree in related field will be considered an advantage.
- A minimum of two years of work experience, preferably with exposure to international business environments.

Experience in the following areas is highly desirable:

- Strategic planning and business development.
- Information management and market research.
- Public relations and marketing, customer service, customer facilitation and advocacy.

The Duties

Depending on his academic qualifications and field of experience, the responsibilities of the incumbent will include one or more of the following:

- Research and analysis of local, regional and international business environment trends and evaluation of investment opportunities relating to foreign direct investment activities.
- Collection, analysis, compilation, storage and dissemination of market intelligence information for the Agency in all targeted areas.
- Planning, implementation and monitoring of the Marketing and P.R. strategy of the Agency.
- Provision of investor focused support and aftercare services
- Be actively involved in relationship building activities with stakeholders and proactively address investor needs.
- Actively participate and organize investment promotion events and other business development activities.
- Work closely with the other members of the Agency team to successfully fulfil the mission and achieve the goals of the Agency.

The package

A very competitive remuneration package will be offered to the qualified selected applicants. All applications will be treated with the strictest confidence. Interested applicants should forward their CV either via post or email no later than December 14, 2009 quoting the position they are applying for to the CIPA Director General at reception@cipa.org.cy.