Vacancy for a permanent scientific position (full time) as a social sciences research logistician

Start date: 01/10/2022

Vacancy reference: FaSS-220223-01

Job description
Research logistician in the field of social sciences, attached to the "Institut de Recherches en Sciences Sociales" (IRSS) research unit (Faculty of Social Sciences).

Activities
- Participate in the day-to-day management of IRSS by supporting the RU director and the decanal team;
- Take care of administrative duties for the "Commission Permanente Facultaire à la Recherche" (CPFR);
- Ensure continuous monitoring of national and international calls for projects as well as calls for conferences and funding;
- Support researchers in their activities to seek funding;
- Act as a reference person for researchers when they are putting together their applications in response to calls for projects. This involves the following tasks: proofreading (in French and in English), editorial advice, preparation of oral defence, organisation of an ethics committee, etc.;
- Participate in the organisation of scientific and media events to promote the activities of IRSS;
- Work closely with the Research and Development Administration (RDA);
- Maintain a record of ongoing projects and contract types within each sub-RU and update it on a quarterly basis;
- Coordinate the faculty seminar: organise meetings, promotion, etc.;
- Advise researchers regarding their research through the organisation of research seminars across all sub-RU in collaboration with the doctoral school;
- Look after communications and updates on the IRSS website in close collaboration with the faculty administration and the faculty "communications" work group.

Qualifications required / Profile
- Hold a doctorate in the field of social sciences;
- Have experience in social sciences research, ideally two to six years (excluding thesis);
- Have experience in setting up, managing and coordinating research projects;
- Have good knowledge of national, European and international research funding mechanisms;
- Have an excellent command of French and English;
- Have the human qualities required to collaborate with the numerous IRSS researchers while showing initiative and the ability to work autonomously;
- Demonstrate the ability to adapt and understand IRSS's priority research themes;
- Good knowledge of the University of Liege and research within the Faculty of Social Sciences is an asset;
- Experience in research support activities is a bonus.
Selection procedure

Applications will be examined in accordance with the regulations of the Board of Governors of the University of Liege of January 20, 2021. Applicants shortlisted on the basis of their written applications will be interviewed by a faculty committee responsible for giving an opinion to the faculty council. The interview will focus on the applicant's curriculum vitae, their planned contribution to the development of the IRSS’s RU, and their personal development plans regarding the position in question.

Our institutional policy is based on diversity and equal opportunities. We select applicants based on their qualities, regardless of their age, sexual orientation, origin, beliefs, disability or nationality.

Applications

Applicants are asked to send their application by email to: Postesscientifiques@uliege.be with a copy to Professors Fr. Schoenaers, Dean, fschoenaers@ulg.ac.be, B. Frère, Vice-Dean for Research, bfrere@uliege.be, Mr. Martiniello, Director of IRSS, mmartiniello@uliege.be, and to Ms Anne Michel, Administrative Director, anne.michel@uliege.be, by 15/03/2022, at the latest.

Documents required

- A letter of motivation along with a complete curriculum vitae;
- A report on past and ongoing research activities (10,000 characters maximum, including spaces);
- A copy of any publications (digital version).

Recruitment conditions

Positions are assigned either on a permanent basis from the outset, or following a positive assessment after a specific term or a fixed-term contract of up to four years.

Information

Further information can be obtained from Ms. Anne Michel, anne.michel@uliege.be, tel.: +32 (0)4 366 56 36.

Salary

Salary scales and how they are applied are available from the university’s human resources department: Ms. Ludivine DEPAS – tel.: +32 (0)4 366 52 04 – Ludivine.Depas@uliege.be

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1 Regulations available on request from anne.michel@uliege.be.