



Guide for Applicants

External competition for tenured research scientist

(chargé·e de recherche de classe normale)

Bureau des concours chercheur·e·s

Service des ressources humaines 9 cours des Humanités, CS 50004, 93322 Aubervilliers cedex Tel.: +33 (0)1 56 06 20 72

CONTENTS

INED	3
Multidisciplinary Research	3
RESEARCH POLICY ENGAGED WITH CONTEMPORARY SOCIAL ISSUES.	3
Working as a Researcher at INED	3
How research is organized at INED	4
REMUNERATION AND PROMOTION	4
ELIGIBILITY CRITERIA	5
COMPETITION PROCEDURE	6
COMPETITION PHASES	
① CREATE YOUR ACCOUNT	6
② SUBMIT YOUR APPLICATION	6
③ EQUIVALENCE PHASE	6
④ LONG-LISTING, BASED ON WRITTEN APPLICATION	7
⑤ INTERVIEW AND SHORT-LISTING	
Call for interview	
Requesting changes to interview date or time Travel expenses for interview	
Interview	
6 FINAL SELECTION	
⑦ RESULTS	8
PREPARING YOUR APPLICATION	10
SCIENTIFIC FILE	10
Previous research experience (5 pages written with "arial" font 10, excluding bibliography)	
Bibliography	
Research project (5 pages written with "arial" font 10, excluding bibliography)	
Checklist of key points to be highlighted in your application	
ORAL PRESENTATION, IF SELECTED FOR INTERVIEW	
APPENDIX 1: REQUIRED DOCUMENTS	
1. Administrative File	12
SCIENTIFIC FILE	13
APPENDIX 2: PRESENTATION OF PUBLICATIONS	14

INED

The French Institute for Demographic Studies (INED, Institut national d'études démographiques) is a public science and technology institute (EPST) that employs about 250 people, including more than fifty permanent researchers.

Multidisciplinary Research

The research conducted at INED aims to describe and understand the causes of changes taking place within populations in the areas of fertility, union formation and breakdown, mortality, mobility, and migration, and to evaluate the consequences of these changes. This research addresses issues relating to gender relations, intergenerational relationships, and inequalities based on social position, geographical origin or territory of residence. To achieve this mission, INED draws on a wide range of disciplines that are complementary to demography, such as sociology, economics, history, geography, medicine, epidemiology, statistics, and anthropology. The Institute's work is carried out in France and in many other countries or regions of the world, often using a comparative approach. INED has a long tradition of research in countries of the Global South.

Research policy engaged with contemporary social issues

INED's research plan for the next 5 years (https://www.ined.fr/en/institute/who-are-we/referencedocuments/) covers five areas. The first area focuses on crises (environmental, social, economic, migratory, health or political) and their interaction with demographic phenomena. INED is specifically looking to develop its expertise in the field of relationships between population and environment. The second area is dedicated to the issues associated with methods of observation and measurement. While surveys continue to occupy a central role and with the increasing use of new data, the Institute is looking at the importance of two key strategies: firstly, adopting a critical approach to data and categories of analysis, and secondly, the significance of the historical approach. The three other areas cover three major themes. The first looks at stages of the life cycle, from childhood to adulthood, from stopping work to old age. A particular focus of analysis is the interactions between the "events" that mark a life trajectory and the environment (family, social, cultural, economic and political) in which they occur, with its associated opportunities and pressures. The second major theme is the disparities and inequalities in health and mortality, whether affecting various subpopulations within a single country or identified across different countries or geographical areas. Trends observed in the countries of the Global North and South are examined in the light of epidemiological transition theory. Issues relating to sexual and reproductive health and rights are also addressed. The principal topic of the last theme is space. Housing, residential mobility, and international migration and its consequences for immigrants and their families (inequalities, discrimination, and racism) are analysed in relation to life trajectories and the impact of local and national public policies.

Within this plan, there are various cross-cutting question and approaches. Consideration of gender, the life course approach, analysis of inequalities, use of international comparisons, and the impact of public policies on behaviour feature in all research areas. Population ageing is also a cross-cutting issue, raising questions relating to the analysis of mortality, fertility, and migration, with many and varied implications in terms of social, health and economic policy.

Across all these topics, INED supports the production of original data and methods that enrich both scientific knowledge and public statistics, and that are disseminated within the scientific community and promoted to a wider audience. INED's research informs society about major issues of public debate. It makes an objective contribution to sensitive issues and can be used to guide public policy.

Working as a Researcher at INED

The vacancy offered is for a full-time research scientist. In line with INED's missions, our researchers:

- Undertake and develop research to study all aspects of populations
- Disseminate their research internationally (publications, conferences, etc.)
- Develop the capacity to provide expert knowledge and support to public policymakers, particularly when designing policies to address social challenges
- Contribute to research training through research in their field of competence
- Help inform the public about population questions.

INED's researchers are free to define their research topics, in line with the Institute's research plan and with the research areas of the units to which they are affiliated. They have access to financial resources from INED for conducting research and disseminating their findings. They are also supported by the engineers and technicians of INED's research support departments: surveys and polling, statistical methods, IT, documentation, publication, international relations, and communications. They have the opportunity to take methodology or language courses. Since French is the language of daily life at INED—and one of INED's missions is to encourage the use of French—lessons are available for non-French-speaking researchers.

At various times in their careers, researchers may be called upon to head a research unit, oversee research projects, particularly the production of statistical surveys, or take on other tasks of collective use to INED (membership of editorial committees, doctoral matters, website, popularization and promotion of research, etc.).

How research is organized at INED

Researchers at INED are affiliated to one or two research units. There are ten research units at INED, along with one joint research unit https://www.ined.fr/en/research/research-teams/:

Fertility, Families, and Couples [UR03]
Gender, Sexuality, and Inequalities [UR04]
Mortality, Health, and Epidemiology [UR05]
Housing, Spatial Inequalities, and Trajectories [UR06]

Economic Demography [UR09]
History and Population [UR11]
Mobility, Trajectories, and Territories [UR12]
Sexual and Reproductive Health and Rights [UR14]

International Migrations and Minorities [UR08] Demography of the Global South [UR15]

Three methodological and topic-based research groups connect researchers and research engineers across these units around specific research questions.

INED's organization chart is available here: https://www.ined.fr/en/institute/who-are-we/organization/flow-chart/

Remuneration and promotion

Researchers are classed as Category A civil servants. Their salary increases regularly along a payscale, depending on their previous research experience (including doctoral and post-doctoral studies) and length of service at INED.

The baseline monthly pre-tax remuneration is €2,720€ (before previous experience is taken into account, including completion of thesis).

Level	1	2	3	4	5	6	7	8	9	10
Gross Index	559	607	672	725	781	848	908	948	991	1027
Period	1 year	2 years	2 years 3 months	2 years 6 months	2 years 6 months	2 years 6 months	3 years	3 years	2 years 9 months	
Gross Salary	€2,720	€2,903	€3,156	€3,359 €	€3,577	€3,831	€4,064	€4,216	€4,389	€4,526

After 3 years in the post, researchers are eligible to apply for the position of senior researcher (*directeur de recherche*).

Certain roles that involve taking on additional responsibilities within INED may be allocated additional remuneration.

ELIGIBILITY CRITERIA

To be eligible to apply, applicants must meet one of the following criteria:

- 1) Hold one of the following qualifications:
 - Doctoral degree, as described in Article L. 612-7 of the French Education Code
 - Doctorat d'État or doctorat de troisième cycle
 - Doctoral degree in engineering sciences
 - Post-graduate diploma in dental science (DERSO)
 - Post-graduate diploma in human biology (DERBH)
 - Foreign university degree recognized as equivalent to one of the above qualifications by the INED Evaluation Committee (see the section on "equivalence phase" below).

The applicant must have defended their PhD before the long-listing selection phase.

or

2) Provide proof of qualifications or research production recognized as equivalent to the above qualifications by the Evaluation Committee.

Applicants holding qualifications other than those mentioned in the first point (for example, applicants with a degree in medicine/pharmaceutical science/veterinary science) must request recognition of equivalence based on their research production.

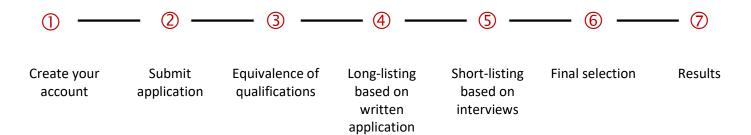
<u>Special cases</u>: qualification requirements may be waived for mothers or fathers who are raising or have raised three or more children and for elite athletes.

There are no age, gender or nationality restrictions.

COMPETITION PROCEDURE

The external competition comprises the application phases followed by four review and selection phases: an equivalence phase, a long- and short-listing phase conducted by the preliminary selection committee (the first based on the written application file, the second on interviews), and a final ranking by the final selection committee (based on the application and previous committee reports).

Competition phases



The competition timetable is posted on the INED website:

https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/

① CREATE YOUR ACCOUNT

- The 'Démarches simplifiées' (simplified procedures) platform allows staff to register for competitive examinations directly online. Applications are entirely paperless.
- To access to the application form, you have to create an account with an email adress
- Applications are completed online ONLY.
- Applications are available in English and French.

② SUBMIT YOUR APPLICATION

- You may complete your application only during the period shown (between the opening date and the submission deadline).
- You may pause at any time and continue completing your application before the submission deadline.
- The closing date and time are indicated both in the official announcement of the competitive examination and on the website: https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams
- To be considered, the online application must be validated.
- A complete application must include all the documents listed in Appendix 1 (pages printed on one side only, if possible). See the section 'PREPARING YOUR APPLICATION' for details about the scientific part.
- Once you complete the procedure, you will receive an acknowledgement.

IMPORTANT:

Incomplete applications submitted after the registration deadline will be rejected.

③ EQUIVALENCE PHASE

• You can submit a request for recognition of equivalence if:

- Your doctoral degree was issued by a foreign university
- You have obtained a diploma other than those listed in point 1) of the section above entitled "Academic Requirements" and can show proof of adequate research production.
- Your equivalence request will be reviewed by the Evaluation Committee.
- You will be informed by post if equivalence is not recognized.

(4) LONG-LISTING, BASED ON WRITTEN APPLICATION

The preliminary selection committee, which reviews the applications, is composed of members of INED's Evaluation Committee: six INED researchers elected by their colleagues and six scientific experts from outside the Institute, appointed by the Director. The list of members is available here:

https://www.ined.fr/en/institute/who-are-we/organization/governing-bodies/evaluation-committee/

- Two rapporteurs, one internal and one external, are randomly assigned to each application.
- After reviewing and discussing the applications, the preliminary selection committee prepares the long-list of applicants eligible to continue in the competition.

(5) INTERVIEW AND SHORT-LISTING

Call for interview

- If you are long-listed, you will receive an invitation by post and email containing all the necessary information (date, time, place, and guidelines).
- The interview dates are also posted on the INED website.

IMPORTANT:

It is your responsibility to find out the precise date and place of your interview. INED cannot be held responsible for failure to receive the invitation.

Requesting changes to interview date or time

- Interviews are conducted in alphabetical order, beginning with a randomly-chosen letter.
- If you cannot attend the interview on the date and time indicated in your invitation, you can request a change, specifying why you cannot attend. INED will endeavour to accommodate your request, but reserves the right not to.

IMPORTANT:

Any request for a change of time or date must be emailed, before the deadline stated on your invitation, to <u>concours-promotion-chercheurs@ined.fr</u>. Please propose alternative timings within the interview period (the interview dates can be found on the INED website). No requests can be accommodated after this deadline.

Travel expenses for interview

• Travel expenses for applicants not resident in the Ile-de-France region will be covered by INED.

Interview

- The preliminary selection committee interviews the long-listed applicants.
- The interview will be of the same length (45 or 60 minutes) for all applicants; you will be informed of the length of interview in advance by post. Your interview presentation should include a summary of your academic background, your most original research work, and your proposed INED project (lasting 20 minutes in total). It will be followed by discussion with the interview panel.
- You can choose to present either in French and/or English, during both your presentation and the question and answer session. If you choose to speak only in English, questions will also be addressed to you in English.
- More information about the content of the interview is provided below in the "PREPARING YOUR APPLICATION" section.

The short-list

• After the interviews, the preliminary selection committee will discuss and prepare a short-list of applicants, in order of merit, and submit a report on each short-listed applicant to the final selection committee.

6 FINAL SELECTION

The final selection committee is composed of a chair and eight members:

- a) The Director of INED or their representative chairs the selection meeting
- b) Four members of INED's Scientific Council, nominated by the Scientific Council and appointed by the Director, including two elected internal members and two external members
- c) Four leading scientists from the research community, whether affiliated to INED or not, appointed by the Director.

The list of members is available here: https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/.

- This final selection committee publishes the name(s) of the successful applicant(s) based on:
- The applicant's written application
- The minutes of the preliminary selection committee meeting
- The preliminary selection committee's report on the applicant.

The ranking established in the short-listing phase may change following the meeting of the final selection committee, which takes INED's research priorities into consideration as well as the quality of the applicant(s). The final selection committee may produce a waiting list.

If the list of successful applicants is shorter than the number of positions available through the competition, the Director may decide to postpone recruitment for all or some of these positions to one or more later competitions.

7 RESULTS

Lists of long-listed, short-listed and successful applicants are posted at INED and on its website: https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/.

All applicants will receive a letter informing them of their results.

Successful applicants must accept or refuse the position offered within eight days of receiving the offer letter sent by INED.

If a successful applicant accepts the position, they are initially appointed by the Director as a trainee for a probationary period. The Director allocates them to one or more research units within INED.

In order to be appointed, applicants must meet the following criteria:

- Enjoy full rights as a citizen (right to vote and hold public office)
- Have a clean criminal record (no convictions rendering them ineligible to hold public office)
- Satisfy the physical fitness requirements for the position

- Be in compliance with immigration laws
- Have completed, or be exempt from, their country's national service obligations.

Applicants on the waiting list may only be hired by the Director to replace applicants from the main list who cannot be appointed or if a new vacancy arises between two competitions.

If the opportunity arises to appoint one or more applicants from the waiting list, INED will contact applicants on the waiting list in order of merit. The waiting list automatically lapses on the opening date of the following competition or two years after the list was established, whichever is sooner.

After the competition has ended and for a month after the publication of the results, applicants may contact the chair of the preliminary selection committee to obtain information about the strengths and weaknesses of their application.

The first 12 months at INED are considered a probationary period. Researchers are granted tenure at the end of this period, subject to the approval of the relevant assessment panel.

The probationary period may be extended once, by up to a further 12 months, subject to the approval of the relevant assessment panel and the joint administrative commission (*commission administrative paritaire*). After consultation with the joint administrative commission, any staff members on probation who are not granted tenure at the end of their probationary period are either sent back to their original *corps* (for civil servants) or are dismissed.

PREPARING YOUR APPLICATION

Scientific file

Previous research experience (5 pages written with "arial" font 10, excluding bibliography)

When describing your previous research, remember that committee members want to clearly grasp your research interests. Make sure you emphasize your personal contribution to your research field(s). As your CV is included elsewhere in the application, you do not need to repeat information provided there, but you can provide more details.

You may summarize your research as you wish, either chronologically or by topic: the important thing is to clearly show what motivated your research and your choice of methods, to present your main findings, and to highlight how these findings have contributed to the literature compared to existing research.

The selection committees include leading scientists from a variety of disciplines, so you must be clear and avoid any jargon. Remember that not all those evaluating your application are specialists in your field.

For all results presented, specify the context within which the research project was carried out (e.g. a collaborative project, etc.), whether or not it has been published, and its take-home message. If the work was part of a collaborative project, make sure you clearly identify your personal contribution and responsibilities.

You should also describe how you engaged with the research community and research teams to which you belonged through participation in tasks of collective interest.

Bibliography

You should make sure your publications can be accessed by those evaluating your application.

A letter of acceptance from the journal's editor is required for research papers that have been accepted by a peer-review board or editor but have not yet been published. If you have articles under consideration, you may list them under the heading "R - Other" and you must provide written confirmation from the editor. Current research not yet formally accepted can be listed under the heading "M - Working papers, published in a working papers series".

Research project (5 pages written with "arial" font 10, excluding bibliography)

The research project, to be formatted as you wish, must cover a working period of about 5 years. The project must be carefully drafted and referenced (include a bibliography). It does not need to be directly linked to your previous research, but you must consider the necessary elements for its implementation:

- Innovation: present the motivation and research questions clearly, and show how the envisaged research is innovative and contributes to the literature. Show how the project relates to the existing literature and what its expected contributions are
- Feasibility: present the research approach you propose to implement: the sources and data you intend to use, the methods of analysis envisaged, what collaborations you may consider, the investment needed, and a prospective 5-year timetable
- Relevance to INED's research objectives: describe how the project fits with or links to INED's existing projects. Specify the team with which you intend to develop the project and why
- What extensions you envisage for this project in the longer term (roughly half a page).

Any research project should have a sound basis (according to the applicant's experience of project leadership) and may involve a degree of risk: you can clearly describe these two elements separately, distinguishing what has already been done from what is more uncertain and why. If any difficulties are anticipated, explain how you intend to tackle them.

Checklist of key points to be highlighted in your application

The list below provides a summary of the key points that applicants should highlight in their application. It should not be regarded as a list of compulsory points to include but as a check-list to help applicants with their submission. The priority given to each of these points is discussed and determined by the preliminary selection committee.

Applicant's compatibility with INED's research objectives/Applicant's suitability to the requirements of the post, if applying for a priority post

General requirements

Experience in population research
Expertise in quantitative analysis techniques
Ability to present and discuss own research, in writing and orally
Level of written and spoken English
Ability to engage in multidisciplinary work as part of a team

Research Experience

Quality of research production within the discipline and contribution to progress in this field Range of experience (surveys, fieldwork, teaching, experience in other organizations, placements at foreign universities or research centres, etc.)

Development of research instruments (surveys, databases, programming, methods, etc.) Collaborative work and membership of national or international networks

Research Project

Originality, innovation, position compared to existing literature Feasibility, ability to assess risk

Contribution to the dissemination of research findings and scientific culture

Expert consultancy (studies, advice, public policy support), and the transmission and dissemination of research findings and scientific culture across the population.

Open access availability of research findings (publications, data, codes and other products)

Promotion and organization of research and tasks of collective interest

Promotion of research (organization of scientific events, involvement in daily life of laboratory/unit, etc.) Editorial work (member of peer-review board, reviewer, etc.) Coordination or promotion of projects, networks, teams, etc.

Oral presentation, if selected for interview

If your application is short-listed for the selection phase 4, you will be called for an interview. The purpose of the interview is to assess the quality, originality and contribution of your research, your ability to present and discuss your work, and the relevance and feasibility of your project. It allows a closer examination of your research experience and proposed project, and a more in-depth assessment of your ability to integrate at INED and to work within a research team, and your potential to progress and adapt.

The first part of your interview will last 20 minutes, during which you will present your past career, previous research findings, and your proposed research project. The second part involves a discussion with the interview panel. They will ask questions to enable you to provide more information about your experience, past research, and proposed project.

Contacts

Applicants can get in contact with INED researchers, apart from members of the preliminary and final selection committees. They can contact the relevant research unit coordinators, based on their research interests, for information about the position, host unit, working environment, etc., to help them prepare the scientific part of their application.

For further information, you can contact the *Bureau des concours chercheur*·e·s, tel.: +33 (0)1 56 06 20 72, <u>concours-promotion-chercheurs@ined.fr</u>

INED, Bureau des concours, 9 cours des Humanités, CS 50004, 93322 Aubervilliers Cedex.

APPENDIX 1: Required Documents

The documents listed below under the Administrative File and Scientific File sections are mandatory. All incomplete applications will be rejected.

If you send documents that have not been requested, the committee will decide whether or not these documents can be taken into consideration.

1. Administrative File

☐ Application Request

☐ Qualifications or Degrees

Applicants with a French qualification

- □ Copy of the qualification (or confirmation of successful completion) required to apply for the researcher position
- □ Thesis defence report

(If you have not received this report by the competition closing date, you may send it on prior to the first preliminary selection committee meeting).

Applicants with a foreign university qualification

- ☐ Request for recognition of equivalence of a foreign university qualification
- □ Copy of the qualification required to apply for the researcher position
- Translation into French of the foreign
 PhD certificate by a translator certified by
 a French court of appeal or a French
 Embassy¹
- If such a document has been issued, a dissertation defence report or its equivalent
- ⇒ For applicants requesting recognition of equivalence based on qualifications or research production
- □ Request for recognition of equivalence based on qualifications or research production
- □ Copy(-ies) of the applicant's qualification(s)
- □ Written evidence of research production
- ⇒ For applicants currently defending a thesis
- ☐ Request for eligibility to apply
- □ Copy(-ies) of the applicant's qualification(s)

After defence of the thesis and before the long-listing phase:

- □ Certificate of success
- ☐ Thesis defence report, where issued
- ⇒ For applicants with a qualification exemption
- □ For mothers or fathers who have raised three children: copy of official family record book
- □ For elite athletes: copy of the sports ministry decree

¹ Mandatory under regulations for competitions for French civil service employment, Article 1, Decree no. 2007-196 of 13 February 2007. If the foreign qualification is in French, you are not required to use a translator.

Scientific file

☐ Curriculum vitae

- Higher education qualifications with title, school or university, place and year
- Current position
- Research-related employment history, with start and end dates, role, type of remuneration (salary, scholarship, allowance, temporary employment, contract, etc.), and establishment (specifying whether it is a French, foreign or international)

 Teaching experience Research promotion and involvement in collective interest tasks
☐ Previous research experience (5 pages written in "arial" front 10, excluding bibliography)
☐ Bibliography (see Appendix 2)
At the end of your bibliography, list your thesis and the two publications you are submitting in your application and briefly explain your choice.
Enclose an acceptance letter from the editor or peer-review board at the end of the list if any article or book has not yet been published.
☐ Five-year research project (5 pages written in "arial" front 10 excluding bibliography)
□ Thesis
☐ Two of your most significant articles or books

Special cases:

Applicants who do not yet have any published work can provide two finalized working documents.

Applicants requesting recognition of the equivalence of their qualifications or scientific production or who are exempt from academic requirements must provide three articles or books.

APPENDIX 2: Presentation of publications

Your bibliography must be **numbered in reverse chronological order** (starting with the most recent) and **classified by type of publication**.

For each article, applicants must indicate:

- The names of all authors, in the order published
- Date of publication
- Full title
- Name of journal and issue number
- Page numbers

Example:

Razafindrakoto M., Roubaud F., 2005. "Les multiples facettes de la pauvreté dans un pays en développement : le cas de la capitale malgache", *Economie et Statistique*, 383-384-385, pp. 131-155.

In the case of a book chapter, please indicate:

- The names of all authors, in the order published
- Date of publication
- Chapter title
- Book title
- Scientific editor(s) of the book, where applicable
- Publisher
- Place of publication
- Page numbers

Example:

Courgeau D., 1985. "Effet de déclarations erronées sur une analyse de données migratoires", in *Migrations internes, Collecte des données et méthodes d'analyse*, Chaire Quételet' 83, Cabay, Louvain-la-Neuve, pp. 150-155.

Bessis S., 1996. "La féminisation de la pauvreté", in *Femmes du sud, chefs de famille*, J.Bisilliat (ed.), Karthala, Paris, pp. 49-57.

Laslett P., 1977. Family Life and Illicit Love in Earlier Generations. Essays in Historical Sociology, Cambridge/London/New York, Cambridge University Press, 270 p.

CLASSIFICATION OF PUBLICATIONS:

- A- Theses, mémoires d'habilitation (dissertation for accreditation to supervise research)
- B- Books (author or co-author)
- C- Books (editor or co-editor)
- D- Journal special issues (editor or co-editor)
- E- Book chapters
- F- Articles in indexed journals (in databases such as Web of Science, Scopus, ERIH, JournalBase or in journal lists provided by the HCERES)
- G- Articles in other scientific journals
- I- Articles in journals of debate
- J- Dictionary entries
- K- Book reviews
- L- Popular science articles

<u>NB:</u> This section would include Population & Societies, INSEE Première, Note rapide de l'IAURIF, Etudes et résultats and similar.

- M- Working papers, published in a working papers series
- N- Reports for funding bodies or supervisory ministries
- O- Daily press and magazine articles
- P- Posters
- Q- Papers at scientific meetings
- R- Others

NB: This section would include the following types of publications:

Software, Patents, Data, Data Management Plans, Research Protocols
Review reports and assessments produced through an open-peer review process
Calls for contributions/papers
Teaching materials
Platforms (set of data, tools and structures made available via a web interface or AP)
Blogs and websites, films and soundtracks
Others