

### Description of the employer

L'Institut national d'études démographiques (INED) is a public scientific and technological institution in France. Its mission is to conduct research on various demographic issues (such as fertility and family, health and mortality, and migration) and to inform the public and researchers of current developments in the field. INED has 250 staff members (including tenured and contractual researchers and other staff members, as well as PhD students) and it also hosts many affiliated researchers. INED works with a wide network of national and international research partners.

### Description of the department

The candidate will work within the *International Relations and Partnerships Department* (DRIP). The DRIP develops INED's relations with French, European and international actors playing a role in the demographic field or in the financing of research projects. It also coordinates the implementation of INED's policy in European and international actions and relations, thus strengthening and structuring partnerships in France, Europe and internationally. In particular, the DRIP is responsible for management of research contracts and partnerships during the lifetime of each project from initial set-up to the end (contract negotiation, final reports, monitoring, etc.) including coordinating actions between the various departments (legal, budgetary, human resources, surveys, and statistical methods).

### Description of the projects

#### **ERC Starting Grant Social Inequalities in the Risk of Attermath of Miscarriage (SOC-MISC) (50% of time).**

ERC Starting Grant projects are funded by the European Research Council (ERC) and enable early-career researchers to build their research teams around ambitious projects that address innovative scientific issues or challenges not previously addressed. Coordinated by the principal investigator (PI) Heini Väisänen, the SOC-MISC project analyses how social inequalities affect the risk of miscarriage, how miscarriage can exacerbate social inequalities in population health, and how context shapes these experiences in three countries: Finland, France and the UK. The project is hosted at INED's Sexual and Reproductive Health and Rights Unit (UR14) and it collaborates with partner institutions in Finland (University of Helsinki and Finnish Institute for Health and Welfare (THL)) and the UK (University of St Andrews). More information on the project: <https://soc-misc.site.ined.fr/en>.

### Future investment programs

The candidate will coordinate the iPOPs (Individuals, Populations, Societies) laboratory of excellence (Labex), whose partners are Paris I Panthéon-Sorbonne University, Bordeaux University, Paris Nanterre University, Strasbourg University and Paris University (formerly Paris Descartes University). The laboratory focuses on social inequalities. Its aim is to support the development of partnerships between research laboratories and teaching establishments specializing in population sciences in France and overseas; to strengthen the training of students and young researchers; and to ensure the transfer of knowledge and expertise in particular through participation in and support for scientific conferences and seminars.

The candidate recruited will be responsible for the administrative and financial management of the *Ecole des Hautes Études en Démographie* (EUR HED), coordinated by Paris 1 University and of which Ined is a partner. The school coordinates a national network of training possibilities, including courses and research projects, for masters and doctoral students. INED is in charge of the doctoral part.

### Job description

The tasks of the coordinator include:

- 1) Project management: project's overall schedule, coordinating the schedule of the various stakeholders with the principal investigator of each project working in both French and English;
- 2) Organization of meetings and events, writing meeting notes with the Administrative Assistants both in French and English;
- 3) Preparing budgets, monitoring budgetary affairs and drafting financial statements in collaboration with Finance department and administrator of the research unit both in French and English;
- 4) Monitoring of contracts and agreements with the Legal department and DRIP both in French and English;
- 5) Coordination of the ERC project consortium in collaboration with the principal investigator of the ERC project working only in English;
- 6) Writing reports with The principal investigator of each project in French and English;
- 7) Preparation of regulatory files (ongoing ERC monitoring, CNIL, CESREES, ethics committees, data access requests) in collaboration with the legal department; IT and Information Systems department; Data Protection Officer in French and English;
- 8) Management of external communication tools (website, social networks) and collaborative work tools (cloud, mailing list) with the Communications Department, the IT and Information Systems Department working both in French and English;
- 9) Document management (organising, filing, documenting) both in French and English;
- 10) Organising EUR HED training events (managing speakers and participants) only in French.

### **Profile of the candidate**

Educated at Master's level or equivalent, the candidate must have strong coordination skills, an interest in budget management, as well as good writing and teamwork skills. Experience working in academic institutions and/or European and/or international project management is an advantage. The candidate must speak and write French and English at least at B2 level: the candidate must be able to attend meetings, write reports and update websites in English and French.

### **Terms of contract**

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| Starting Date | September 1 <sup>th</sup> ,2024. Full-time, 3-year fixed-term contract Starting  |
| Salary        | It follows internal scale and is based on previous work experience (between €2,573 and €3,161 gross per month).  |
| Advantage     | <ul style="list-style-type: none"> <li>- 50% time of Coordination of an ERC Starting Grant project</li> <li>- 50% time of Coordination of future investment projects</li> <li>- Job location: Ined, Campus Condorcet (Metro line 12: Front Populaire station).</li> <li>- Remote working is possible maximum of 2 days per week.</li> <li>- Benefits: Company restaurant - staff association.</li> </ul> |

### **Application Process**

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| How to apply          | <p>Applications must include the following:</p> <ul style="list-style-type: none"> <li>- Curriculum vitae</li> <li>- Cover letter (max. 2 pages)</li> </ul> <p>Applications should include reference "Administrative and financial coordinator for scientific projects", and should be sent to Sandrine Dauphin (<a href="mailto:sandrine.dauphin@ined.fr">sandrine.dauphin@ined.fr</a>) and Heini Väisänen (<a href="mailto:heini.vaisanen@ined.fr">heini.vaisanen@ined.fr</a>) copying in <a href="mailto:recrutements@ined.fr">recrutements@ined.fr</a></p> |
| Applications Deadline | 20 July 2024.  |
| Q&A                   | If you have any questions, please contact Sandrine Dauphin ( <a href="mailto:sandrine.dauphin@ined.fr">sandrine.dauphin@ined.fr</a> ) and Heini Väisänen ( <a href="mailto:heini.vaisanen@ined.fr">heini.vaisanen@ined.fr</a> ) under reference "Question: Administrative and financial coordinator for scientific projects".  |