

Research Project Officer, 1.0 fte**Transnational Child Raising Arrangements between Africa and Europe****Reference number AT2010.241**

The Faculty of Arts and Social Sciences at the University of Maastricht is looking for a Research Project Officer (RPO) to assist us with two international, multi-year research programs on Transnational Child Raising Arrangements between Africa and Europe (TCRA and TCRAF-Eu). Primary responsibilities of the Research Project Officer (RPO) will be providing ongoing support to the Director of the TCRA and TCRAF-Eu projects both on administrative matters and research management.

The main tasks will be the organization and co-ordination of research work packages within the TCRA and TCRAF-Eu projects, managing relationships with key stakeholders and project reporting. The RPO will have a leading role in the organization of events, website strategy, report writing, project publicity and dissemination of research outputs.

Tasks**The Research Project Officer is expected to:*****Public Relations & Communication Management***

- *Handle internal and external communications:*
Act as the main administrative link between TCRA and TCRAF-Eu projects and other areas of the university and external organizations; Maintain records of internal communications between TCRA & TCRAF-Eu project partners and important project documents.
- *Develop and maintain websites and other promotional material:*
Ensure that websites are kept up-to-date and accurate; Liaise with the Faculty of Arts and Social Sciences and Maastricht University web development staff to ensure specified developmental requirements for the website and the resolution of technical issues as they arise.
- *Create and edit content for the websites:*
Ensuring overall coherence and quality; Assisting members in creating their own content; Arranging where appropriate audio and video recording; Maintaining a list of publications from the projects.
- *Develop and maintain a resource base of external publications and events.*

Research Project Management

- *Write and manage financial and scientific reports to funders.*
- *Organize research related meetings:*
Write agendas, action notes, minutes, reports and papers for such meetings;
- *Liaise with partner universities:*
To organize events, conferences and policy briefs;
- *Support the development, production, and updating of research outputs:*
Ensure the TCRA & TCRAF-Eu projects proceed on schedule and within allocated resources; in consultation with the Director put in place appropriate mechanisms for monitoring quality and standards of the projects' research outputs;
- *Keep track of progress:*
Report on key milestones and responsibilities of the project partners and alert of problems
- *Provide management information to the Director:*
Prepare project financial data, timesheets, up-to-date forecasts and reports;

- *Maintain the budgets:*
Liaise with the Financial Office of the Faculty of Arts and Sciences to ensure it is up-to-date. Flag any inconsistencies / overspending / under spending to the TCRA & TCRAF-Eu Director.

Qualifications:

The RPO has a research background and is experienced in coordination, management and administration of international research (projects). He/she has a past performance in organizing research events, writing reports for external audiences, working with complex budgets and working in an international research community.

We are looking for a prospective candidate with:

Essential characteristics

- A Masters or PhD in a relevant social science or humanities discipline (anthropology, sociology, economics & business, demography, geography, etc.) preferably in relation to developing country issues;
- Experience with interdisciplinary research;
- Excellent English language skills (writing, speaking, reading);
- Knowledge and experience of working in an international, Higher Education environment;
- Management experience (project coordination; financial planning; e-management);
- Experience with public relations and communication management;
- Excellent communication and interpersonal skills;
- Ability to work both independently and collaboratively;
- Willingness and proven ability to work in a team;
- Experience in organizing national and international events and / or promotion activities;

Desirable characteristics

- Knowledge of and experience with research funders such as the European Commission, the Netherlands Organization for Scientific Research (NWO and/or WOTRO)
- Knowledge of debates on migration, development, transnationalism, or families.
- A critical awareness of the connections between theory, practice and public/policy issues and an ability to theorize their articulations
- A familiarity with and interest in emerging web-based approaches to research collaboration, publicity and outreach
- Experience with software for making high quality visuals (graphs, plates, tables).

Appointment

We offer a 1.0 fte or 0.8 fte appointment for 2 years. The first year will be a probation period, after a positive assessment the position will be extended by another year.

The gross monthly salary will be between € 2,379 and € 4,374, depending upon qualifications and experience (based on a full-time appointment).

Depending on your experience and qualifications, your gross annual salary will be between scale level 10, with a minimum salary of € 33,201 and scale 11, with a maximum salary of € 61,044 (based on a full-time appointment).

Starting date: March 2011 (negotiable).

Information:

A brief program description is available. For further information, please contact:

Prof. dr. Valentina Mazzucato at v.mazzucato@maastrichtuniversity.nl

For more information about the TCRA and TCRAF-Eu projects, please see:

<http://www.maastrichtuniversity.nl/web/Faculties/FASoS/Theme/AboutTheFaculty/InstitutesAndInitiatives/TheGlobalisationAndDevelopmentInitiative/Research.htm>

Further information on the Faculty of Arts and Social Sciences is available on our website: www.fdcw.maastrichtuniversity.nl.

Application:

Candidates are invited to submit their application. Applicants should send:

1. A cover letter indicating how you believe you match the person specifications above and what you can bring to this post. Please ensure you provide relevant examples as evidence to support your statements and restrict your cover letter to no more than two A4 sheets;
2. A full CV including references of international publications;
3. The names and addresses of two references;

If you are invited for an interview:

4. Prepare a 1-page statement outlining your strategy for ensuring that TCRA & TCRAf-Eu outputs are disseminated in the most 'high impact' way possible to the various stakeholders involved.
5. Give a 10-minute power point presentation explaining this dissemination strategy.

The deadline for submitting your application is 15 January 2011.

Interviews will be held on 25 & 26 January 2011.

Please send your application to the Secretariat of the Faculty Office, Faculty of Arts and Social Sciences, P.O. Box 616, 6200 MD Maastricht, The Netherlands. Applications can also be submitted electronically at: mail pzfdcwvacatures@maastrichtuniversity.nl

Maastricht University

Maastricht University (UM) is the youngest university in the Netherlands and renowned for its unique, innovative, problem-based learning system, which is characterized by a small-scale, student-oriented approach. Research at the UM is multidisciplinary and deals mainly with contemporary issues. Currently the UM has around 11,500 students and 3,000 employees. Reflecting the university's strong international profile, a considerable number of both students and staff are from abroad.

Faculty of Arts and Social Sciences

The Faculty of Arts and Social Sciences (FASoS) has 200 employees and 1600 students. All programmes are (also) offered in English. Its students come from all over the world. FASoS offers two 3-year bachelors programmes: Arts and Culture, and European Studies, six different 1-year masters courses and two 2-year research masters programmes. It has a Graduate School with an intake of about 10 PhD students each year. Research is organized across three programmes: Politics and Culture in Europe; Science, Technology and Society Studies; and Cultural Memory and Diversity. The faculty also has a Globalization and Development Initiative, and is home to the Maastricht Virtual Knowledge Studio, a collaboration with the Royal Netherlands Academy of Arts and Sciences. The Faculty of Arts and Social Sciences is located in several recently renovated, 18th century buildings in the historic city-centre of Maastricht.