

The International Institute of Social Studies is looking for a secretary (0.6 – 0.8 FTE)

THE INTERNATIONAL INSTITUTE OF SOCIAL STUDIES

The International Institute of Social Studies (ISS) is a leading academic centre for international development studies in The Hague, which is part of Erasmus University Rotterdam (EUR). It is a post-graduate institute of policy-oriented critical social science, founded in 1952. The Institute offers a PhD in Development Studies, a 15.5-month Masters (MA) in Development Studies with five majors, and an MA in Public Policy.

The ISS engages a highly diverse international community of scholars and students from the global south and the north. It brings together people (on average from over 50 different countries), ideas and insights in a multidisciplinary setting which nurtures, fosters and promotes independent thinking. ISS staff, PhD researchers and MA students conduct innovative research on fundamental development problems that exist in different parts of the world. Our strong partnerships with organisations and individuals in developing and developed countries make up a network where we co-create knowledge so that our work remains societally relevant. The wish to contribute to achieving social justice and equity on a global level is key to the ISS philosophy and practice. ISS teaching activities aim at supporting students in becoming critical global citizens, professionals and change agents who are able to make a difference in the world. ISS also acquires and manages externally funded projects for teaching, research, and capacity building from a wide range of donors, including NWO, Nuffic and the European Commission.

ERASMUS UNIVERSITY ROTTERDAM

Erasmus University Rotterdam (EUR), named after Rotterdam-born humanist and theologian Desiderius Erasmus, is a research university with a strong international orientation and a pronounced social focus, in both its education and research activities. The academic education offered at EUR is intensive, engaged and strongly focused on connecting theory and practice. EUR research is increasingly conducted in multidisciplinary teams, which are closely interwoven with international networks. In terms of research impact and the quality of its degree programmes, EUR competes with the leading universities in Europe. This is reflected in our consistent top-100 position in most major university rankings. Erasmus University Rotterdam's key values include curiosity, social involvement, breaking new ground and striving for success. More details are available at: www.eur.nl

TASKS AND RESPONSIBILITIES OF THE ISS SECRETARIAT

In ISS, as a management assistant, you are a spider in the web of secretarial and administrative support to the management of the institute and to academic and support staff. You take a pro-active role in building strong relationships within the institute and in creating an environment in which ISS staff can work in the most efficient and effective way. The most important tasks and responsibilities of the role are:

- Handling the email box of the secretariat and the work that results from it
- Updating of the internet and intranet
- Supporting marketing and academic groups in the preparation of events and seminars
- Registration and filing of ISS documents in the automated CORSA system
- Collaborating with the facilities department within ISS

- Offering support regarding travel, visa and accommodation for (guest) researchers
- Assisting in HR procedures
- Offering administrative support for vacancies at ISS, including the onboarding of new staff members
- Secretarial support to internal committees
- Replacing colleagues

MINIMAL JOB REQUIREMENTS

- MBO/HBO level; secretariat education
- Accuracy, flexibility, cooperation, result oriented, integrity
- Good communication skills in a multi-cultural environment
- Capacity to learn and reflect
- Customer oriented
- Capacity to plan, organize and prioritize, fast worker
- Experienced in Outlook, Word, Excel, and PowerPoint
- Fluent in Dutch and English (B2)

CONDITIONS OF EMPLOYMENT

The starting date for this position is as soon as possible. The successful candidate will be based at ISS in The Hague and will be offered a one-year contract with Erasmus University Rotterdam. In case of good performance, the contract may be extended or changed to a permanent contract. In accordance with the conditions applied at Erasmus University Rotterdam as indicated in the Collective Labour Agreement of the Dutch universities, the salary is in the range EUR 2,367 to EUR 3,196 for full-time employment. In addition, ISS pays an 8% holiday allowance and an end-of-year payment of 8.3%. *(ISS is committed to building and sustaining a community that is based on inclusiveness, equity and diversity and believes this will contribute to our mission and vision of being the best institute in our field. ISS is an equal opportunities employer and encourages applications from candidates of all genders, ethnicities, and nationalities.)*

HOW TO REACT

Please send your application, consisting of an English-language CV and motivation letter not later than Friday 26 May to vacancysecretariat@iss.nl, with the subject “application secretary”. Please contact Mark Lammerts (lammerts@iss.nl) if you have any questions.