

The International Institute of Social Studies is looking for a Support Officer for the PhD Support Office (0.8–1.0 FTE)

INTRODUCTION

Would you like to work in an environment with international research staff and PhD researchers and would you enjoy supporting them in a wide range of activities? Then this function might be the right one for you.

In addition to an MA programme in development studies, the International Institute of Social Studies (ISS) offers a four-year programme leading to an internationally recognized doctoral degree (PhD). Our over 150 PhD researchers work on topics in the field of global development and social justice based on a strong theoretical footing and using cutting-edge qualitative and quantitative methods.

The PhD Support Office (PSO) helps and guides PhD researchers and their supervisors on all matters directly related to their PhD trajectory.

Due to an internal transfer of one of the team members we are looking for a new colleague for this team.

TASKS AND RESPONSIBILITIES

- support all administrative and organizational matters regarding PhD researchers and the PhD programme, using the Erasmus University PhD system, Hora Finita;
- organizing seminars and public defences, and acting as beadle in these public defences;
- support other ISS academic ceremonies;
- providing updates for rules, regulations, protocols, guides and calendars pertaining to the PhD programme;
- inducting new researchers into the ISS study environment and the PhD programme;
- make proposals to improve processes and services in collaboration with the team.

JOB REQUIREMENTS

- education level: applied sciences education (HBO);
- good communication (writing and speaking) skills in English (C1) and Dutch (B1);
- ability to work effectively in a team and within a highly international and multicultural work environment;
- several years of relevant work experience
- having a proactive, accurate and efficient outlook with organizational sensitivity;
- a resilient and persuasive personality;
- experience with Microsoft Office and the ability to quickly learn new computer applications;
- ability to handle confidential information;
- displaying a service-oriented attitude and a hands-on mentality;
- stress resistance.

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 initially 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 € 2,693 to € 3,636 (Scale 7) for full-time employment. In addition, ISS pays an 8% holiday allowance and an end-of-year payment of 8.3%.

Preference is given to a candidate who, if the work requires it, is flexible in terms of working hours and days. The position requires physical presence mostly at the office, but it is also possible to work partly from home.

Erasmus University Rotterdam aspires to be an equitable and inclusive community. We nurture an open culture, where everyone is supported to fulfil their full potential. We see inclusivity of talent as the basis of our successes, and the diversity of perspectives and people as a highly valued outcome. EUR provides equal opportunities to all employees and applicants regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, functional impairment, citizenship, or any other aspect which makes them unique. We look forward to welcoming you to our community.

EMPLOYER

Erasmus University Rotterdam (EUR) is an internationally oriented university with a strong social orientation in its education and research, as expressed in our mission 'Creating positive societal impact'. EUR is home to 3.700 academics and professionals and almost 33.000 students from more than 140 countries. Everything we do, we do under the credo 'The Erasmian Way – Making Minds Matter'. Thus, we are global citizens, connecting, entrepreneurial, open-minded, and socially involved. These Erasmian Values function as our internal compass and create the EUR's distinctive and recognizable profile. From these values, with a broad perspective and with an eye for diversity, different backgrounds and opinions, our employees work closely together to solve societal challenges from the dynamic and cosmopolitan city of Rotterdam. Thanks to the high quality and positive societal impact of our research and education, the EUR can compete with the top European universities. www.eur.nl.

THE INSTITUTE

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 Programme 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 global 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 global social justice and equity is key to the ISS philosophy and practice. With its teaching programmes, ISS aims to support its students in becoming critical global citizens, professionals and change agents who can 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.

ADDITIONAL INFORMATION

You can apply for this position up to 15 December (inclusive). Please apply via this link (<https://www.eur.nl/vacatures/support-officer-voor-de-phd-support-afdeling>) and upload your CV and motivation letter. Successful candidates will be invited to an interview in the second half of January. For more information about the vacancy or the procedure, please contact Mark Lammerts.

We look forward to receiving your application!