



The Brussels Studies Institute (BSI) recruits a scientific research coordinator

Position Purpose:

Working under the general direction of the Executive Committee and the Director of the Brussels Studies Institute, provides overall coordination of multi-funded and/or multi-actor research projects. Participates in developing multi-actor research proposals, data collection and strategies for data management. Collaborates with partner institutions and organizations. May write and edit reports and manuscripts, develop and monitor reports and work with funding agencies.

Sample of Typical Duties:

- To contribute to the elaboration of a strategic research agenda featuring multi-funded and multi-actor research on Brussels;
- To contribute to the preparation of (multi-actor/multi-funded) project proposals;
- To explore potential collaborations between the research centres affiliated to the BSI (match-making);
- To give feedback and support to BSI research centres developing research activities in the field of urban studies (on Brussels);
- To function as a liaison between the project team and funding agencies and other stakeholders;
- To ensure that projects are executed successfully and completed within time frames to meet research objectives;
- To conceive and implement a 'user guide' aiming at facilitating the participation of the Institute's research centres in national and international research programs;
- To create a project portfolio facilitating the submission of proposals;
- To collaborate with the urban studies research networks of the universities that founded the BSI;
- To collaborate with the key partners of the BSI, the e-journal *Brussels Studies* and the Urban University *Brussels Academy*;
- To represent BSI during meetings related to national and international research programs and calls.

Profile :

- A postgraduate degree (in social and human sciences) and at least a 5 year experience in research or research project management. A PhD is considered an additional asset.

Required competences :

- Proficient in written and spoken French, Dutch and English
- Advanced skills in MS Office and collaborative software tools
- Good knowledge of academic institutions
- Good knowledge of the field of urban studies/studies on Brussels

Highly desirable competences :

- Rigor and professionalism
- Autonomous in time management and organisation of tasks
- Sense of responsibility and conscientious
- Leadership skills and sense for initiative
- Strong writing skills
- Social networking and communication skills

The candidate will be appointed in a full time position for a first term of 6 months with the perspective of renewal of a second term that may lead to a longer contract.

For additional information, please contact Dr. Virginie Jourdain (e-mail: virginie.jourdain@ulb.ac.be).

The application file should include the following (incomplete files will not be considered):

- ☞ A curriculum vitae
- ☞ A motivation letter
- ☞ A short description (1 or 2 pages) of how the candidate views the organisation of the tasks

Please send both a hard and soft copy of your application to the Director of the Brussels Studies Institute, Joost Vaesen (BSI, avenue F.D Roosevelt, 50, CP 130 – 1050 Brussels; joost.vaesen@ulb.ac.be).

Applications must be received no later than **June, 29nd, 2015**.

Preselected candidates will be invited for an interview on **July 3, 2015**.

www.bsi.brussels