

Vacancy announcement: Junior Research Officer (IEA Amsterdam)

(1 September 2021 – 28 February 2022)

The International Association for the Evaluation of Educational Achievement (IEA) is currently seeking a **Junior Research Officer** to temporarily join our team at IEA Amsterdam, The Netherlands. IEA conducts large-scale comparative studies of educational achievement and other aspects of education, with the aim of gaining in-depth understanding of the effects of policies and practices within and across systems of education. This is an exciting opportunity for an international graduate who is looking to start a career in project and program support/management.

Job description

The Junior Research Officer will be part of the TIQ Team (Translation Verification & International Quality Control) in Amsterdam, which is responsible for the quality assurance procedures of international research projects, such as TIMSS (Trends in International Mathematics and Science Study) and PIRLS (Progress in International Reading Literacy Study). The Junior Research Officer will be mainly involved in TIMSS 2023.

As a Junior Research Officer, the successful candidate must be methodical, organized, and detail-oriented. We seek a person with a pro-active approach and can-do attitude, who is comfortable working in project-based settings. Research experience and an interest in educational research is an advantage. The successful candidate will be a team player and have strong skills in planning, organizing, oversight, and communication.

Responsibilities

Reporting to the Director of IEA Amsterdam, the Junior Research Officer is responsible for:

- *Main Task:*
 - Working together with the TIQ team to support the Translation Verification process during the Field Test preparation period for TIMSS 2023. Translation Verification is part of the instrument preparation process in international large-scale assessments and is essential to ensure the high quality and international comparability of IEA study data. The Junior Research Officer will receive internal training in the Translation Verification process that includes learning to:
 - review submitted translation files from participating countries,
 - coordinate the verification tasks with the external translation agency, and
 - review and return verified country materials.

- *Other Tasks:*
 - Providing organizational support across departments.
 - General communication with countries participating in IEA studies.
 - Other duties as assigned by IEA Amsterdam.
 -

Profile

- Right to work in the Netherlands.
- Minimal qualifications: a university degree in a relevant field, preferably with a background in social sciences, languages, or education.
- Excellent communication skills, both written and verbal, in English.
- Interest in project and program support, research communications, and educational assessments is an advantage.
- Ability to communicate effectively to various audiences.
- Ability to manage a busy workload with tight deadlines.
- Analytical, strategic, and flexible thinking.
- Highly collaborative approach, with strong interpersonal skills.
- Interest in working in a multicultural team.

Additional information:

The position is full time and temporary (running from 1 September 2021 – 28 February 2022).

Starting date: 1 September 2021

*Please provide your desired salary range.

*We welcome international and multilingual applicants.

Closing date: 30 July 2021

For interested candidates, please send your application (cover letter and comprehensive CV in English) by e-mail to: hr@iea.nl. Please indicate "Vacancy Junior Research Officer" in the subject line.

Interviews will be held Tuesday, 10 August at the IEA office in Amsterdam.

Homepage: <http://www.iea.nl/>