

The IEA (International Association for the Evaluation of Educational Achievement) is an independent, nonprofit research organization. We conduct international and national 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. At the IEA Hamburg over one hundred specialists are involved in managing the different tasks of a study ranging from sampling to data analysis. Our experts also provide a wide array of services related to international and national surveys and assessments.

From 1 September 2021 we have an opening for a
Project Team Member/Co-Data Manager TALIS (f/m/d)

**as a fulltime fill-in during parental leave (approx. 1 year)
to support our International Studies Unit**

The IEA Hamburg's International Studies Unit (ISU) leads or contributes to international large-scale assessments and surveys in education as well as related activities and services to the IEA membership and a broad range of partners and clients. The unit's main activities include study and project management, development work (e.g., frameworks and instruments), field operations, data collection systems, data management and processing, related training and capacity building, and reporting.

Your tasks (in collaboration with the already appointed IDM for TALIS):

- Being responsible for the international data management for TALIS 2024 in close collaboration with the ISU teams
- Carrying out the project planning and controlling, and overseeing the project's data management related day-to-day business at the IEA Hamburg
- Coordinating the development of TALIS procedures, software, and external manuals
- Collaborating with the other internal units, and liaising closely with the OECD Secretariat and external partners
- Reporting work progress and daily operations to the study's directors
- Working with national project managers, and preparing and conducting technical training for them
- Representing the IEA Hamburg in external meetings

Additionally, with about 50 % of your time you will with support IEA's Capacity Team in the implementation of capacity-building projects, where your tasks may include:

- Developing proposals and action plans
- Developing and documenting survey operation procedures and data processing related tasks
- Data analysis and report writing (project reports, survey operations documentation, analyses reports, etc.)
- Networking with international organizations, and representing the IEA and its capacity building projects
- Implementing training seminars and on-site visits

Your profile:

- At least a master's degree in education, public administration, economics, or a related field
- At least five years of experience in the implementation of educational assessments
- Good knowledge of all tasks and steps related to the preparation and implementation of educational assessments especially in the areas of survey operations, data collection/cleaning, and sampling
- Background in scripting and programming languages, especially SPSS, SAS, Stata, and/or SQL
- Expert knowledge of Microsoft Office products (Word, Excel, PowerPoint)
- Display of cultural sensitivity and adaptability and international work experience
- Excellent written and oral knowledge of English and French or Spanish



This challenging position provides you with the possibility to gain competencies in the interesting and expanding working field of educational research, in which continuous improvement and personal development are stimulated.

Are you interested in this job? Please submit your complete application, including your resume, relevant references and certificates, your salary expectations and availability. We welcome applications via email at: bewerbung@iea-hamburg.de, subject: Co-IDM TALIS/Project Team Member Capacity Building (0518).

For further information please contact:

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