

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 to research, understand, and improve education worldwide. At the IEA Hamburg over one hundred and fifty employees 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.

**We have an immediate opening for a full-time (40 hrs/week)**

## **Project Team Member (f/m/d)**

**to support our International Studies Unit (ISU)**

IEA Hamburg's International Studies Unit (ISU) contributes to IEA's own international large-scale assessments as well as projects for a broad range of international partners, clients, and governmental organizations. Key activities include stakeholder relations, project management, conceptual and instrument development, survey operations, systems for data collection, data management, training, capacity building, and reporting.


### **Your tasks:**

- Preparing and monitoring schedules, to-do lists, and deliverables
- Handling day-to-day communication with and between countries
- Liaising with external partners
- Coordinating the scheduling, preparation, and documentation of internal and external meetings
- Administering study websites and communication platforms
- Coordinating the production and proof reading of manuals, guidelines, operational documents, progress reports, and technical reports in English

### **Your profile:**

- Diploma or master's degree or equivalent in education, social sciences, economy, business administration, or another area connected to project organization at the international level
- Preferably profound project organization knowledge and experience ideally including the implementation of international large-scale surveys or similar surveys in the social sciences
- Excellent oral and written communication skills in English
- Experience in communicating with varied audiences such as governmental agencies, researchers, and country representatives
- Knowledge and experience in producing and editing administrative and technical reports in English
- Knowledge and experience in administering collaboration platforms (e.g., Microsoft SharePoint)
- Openness to travel to selected meetings internationally as necessary

A varied and responsible task awaits you: Supporting international study directors and data managers in organizing people and groups so that they work together properly and well. You will have the opportunity to gain or sustain your professional experience in the expanding field of educational research and contribute to high-quality international surveys. The contract will initially be limited until the end of December 2024.



If you are interested, 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](mailto:bewerbung@iea-hamburg.de), subject: Project Team Member (0579).

For further information please contact:

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