

Vacancy announcement: Junior Research Officer

The International Association for the Evaluation of Educational Achievement (IEA) is seeking a **Junior Research Officer** to join our IEA team in 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.

Job description and responsibilities

IEA has a strong reputation amongst researchers due to our rigorous research standards and focus on quality. The Translation Verification and International Quality Control (TIQ) team at IEA Amsterdam manages key aspects of the quality assurance procedures for IEA studies. In addition, the TIQ team assists in study management, country recruitment, and research activities within IEA. The Junior Research Officer would assist with the core tasks of the TIQ team, including translation verification and international quality control.

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, organization, and communication.

The **Junior Research Officer** will collaborate closely with TIQ team members on the above-mentioned activities and report to the Head of TIQ. This is an excellent opportunity for the right candidate to grow their experience within the field of international large-scale assessment.

Key responsibilities for the position include:

- Supporting Translation Verification and International Quality Control processes, such as:
 - updating procedural manuals,
 - assisting in creation of training materials,
 - reviewing submitted translation files from participating countries,
 - coordinating the verification tasks with the external translation agency,
 - reviewing and returning verified country materials,
 - helping to create and organize information sharing platforms (e.g., SharePoint),
 - reviewing documents from International Quality Control Monitors (IQCMs),
 - compiling overviews of documents submitted by IQCMs, and
 - replying to questions from IQCMs.
- Supporting other work, including:
 - providing organizational support across departments,
 - general communication with countries participating in IEA studies,
 - backing up and organizing documents and data,
 - other duties as assigned by the head of TIQ.

Profile

The successful candidate will possess the following:

- Right to work in the Netherlands
- Located within a reasonable commuting distance from the IEA office in Amsterdam
- Minimum qualifications: A university degree (minimum a Bachelor's degree, preferably a Master's), in education, linguistics, social studies (sociology, psychology) or other relevant discipline

- Excellent written and verbal English communication skills. Additional language skills are an asset
- Proficiency in Microsoft programs (Word, Excel, Teams, SharePoint)
- Interest in project and program support, and educational research and assessments
- Strong interpersonal skills and highly collaborative approach
- Cultural sensitivity and interest in working and collaborating in a multicultural environment
- Ability to travel occasionally

Additional information

The position is full-time and based in Amsterdam. An initial one-year contract will be offered, with the opportunity to discuss possible renewal prior to the end of the contact term.

In addition, we offer:

- A 60/40% working from office/home policy
- 25 paid holidays
- Laptop and software tools in the office and for home
- A competitive compensation & benefits package

The working language for IEA is English. We welcome international and multilingual applicants.

Desired starting date: 1 April or 1 May 2024

Closing date: 8 March 2023

Interested candidates should send an application (cover letter, comprehensive curriculum vitae and desired salary range) by e-mail to hr@iea.nl. Please include "Junior Research Officer (IEA Amsterdam)" in the subject line. For informal enquiries about this role, please contact Lauren Musu, Head of Translation Verification and International Quality Control, l.musu@iea.nl.

Interviews will be held during the week commencing 11 March at IEA Amsterdam.

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