

Netherlands Interdisciplinary Demographic Institute and the Generations and Gender Programme

The Netherlands Interdisciplinary Demographic Institute (NIDI) is a research institute of the Royal Netherlands Academy of Arts and Sciences (KNAW) and is affiliated with the University of Groningen. It is located in the centre of The Hague. The staff of the institute consists of about 50 employees, mostly researchers. In the Generations and Gender Programme (GGP), there is a vacancy for:

Survey coordinator (0.8 – 1 FTE)

Job description

The Generations and Gender Programme (GGP) is a leading international research infrastructure that is currently undergoing significant developments and expansion. The GGP was established in 2001 and has since fielded a longitudinal survey on demographic change and family formation in more than twenty countries across the developed world. The data has resulted in more than 1,800 publications and is used by over 4,000 users in 43 countries. To build on this success, the GGP will be consolidating its activities over the next few years, including a new round of data collection in 2020-21 and an application to the ESFRI 2021 Roadmap.

In this context, the GGP is recruiting a **survey coordinator** who will assist countries in the implementation of the Generation and Gender Survey (GGS). This will involve working closely with the GGP central hub team at NIDI, other GGP partners and country teams for the whole fieldwork process including the early discussion with countries all the way to the production of the final data file.

This position does not involve a research component in terms of academic trajectory, but does include a requirement to follow developments in the survey methodology field, and may involve joint publications with the country teams or other GGP team members. The position requires excellent presentation and communication skills, especially the ability to explain technical issues to various country stakeholders. The position also involves leadership skills, the ability to implement mitigation strategies if needed, and the ability to work in a team environment.

Tasks and responsibilities

The survey coordinator will be part of the GGP central hub team located at NIDI. The main responsibilities will be to support countries in the implementation of the GGS survey. This will involve:

Pre-fieldwork:

- Advising countries on the technical aspects of the survey, including sampling frame, cost, mode of data collection, translation of questionnaire, etc
- Negotiating the data agreement
- Coordinating the translation of the questionnaire with the country team
- Ensuring that all the GGS fieldwork guidelines are followed
- Providing support in the pre-testing phase and in the training of interviewers

During fieldwork

- Monitoring the data collection remotely and regularly communicating with national team about results and any problems
- Providing remote support with the operation and software

Post-fieldwork

- Producing a data file for analysis
- Supporting countries in planning the longitudinal follow-up

Note that this position may entail much traveling.

Requirements:

- University degree in a relevant field involving quantitative data analysis , eg. survey methodology, social science or psychology
- Excellent knowledge of statistical programming, eg. Stata or R
- Excellent leadership skills
- Ability to work in a team
- Ability to work under pressure
- Excellent communication and presentation skills
- Proficiency in English

Desirable:

- Knowledge of xml or Blaise
- Prior experience in coordinating a survey involving a large sample

Appointment

This position will start as soon as possible (negotiable). The appointment will be for an initial period of 12 months and subject to funding and performance may be extended for a longer period up to a maximum of four years in total. It will be subject to an initial 2-month probation period.

Salary

According to "CAO-Nederlandse Universiteiten" (CAO-NU), salary scale 10 or 11 depending on prior experience and excluding 8% holiday allowance and an 8,3% year-end bonus. Applicants should have the right to work in the Netherlands for the duration of the contract.

Place of work

Lange Houtstraat 19, The Hague, the Netherlands

Information

For additional information you may contact the GGP Director: Professor Anne H. Gauthier (gauthier@nidi.nl).

Application procedure

Candidates are invited to submit their application in English. Applicants should send:

- Letter of motivation (max 2 pages)
- Curriculum vitae
- Copy of university grades (transcript)
- Names and addresses of two referees
- Sample of relevant work (eg. scientific article or report including analysis syntax)

The deadline for submitting your application is **1 December 2019**. Please send your application to the director of NIDI, prof. dr. L.J.G. van Wissen (hr@nidi.nl). Note that a psychological assessment and/or a practical data exercise may be part of the selection procedure.

The interviews will provisionally take place on 10 December 2019.

For more information on NIDI, please visit our website at <http://www.nidi.knaw.nl>. For more information on the GGP, see: <https://www.ggp-i.org>.

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