

Vacancy Announcement VA17P071V01

Research Assistant (50%)

Panel study on labour market integration of refugees in Austria (FIMAS+INTEGRATION)

Posting date:	04 Aug 2017
Deadline for applications:	14 Aug 2017
Duty station:	Vienna, Austria
Start date:	01 Sep 2017
Contract duration:	until 18 May 2018
Eligible nationalities:	The candidate must have the right to live and work in Austria/Schengen countries

The International Centre for Migration Policy Development (ICMPD), an international organisation with its headquarters in Vienna, Austria, is looking for qualified candidates to fill the above-mentioned position to support its Research Programme in a project implementing a longitudinal survey of refugees in Austria (FIMAS+INTEGRATION).

The aim of the project is to identify the social position of refugees, facilitators and possible barriers to successful labour market integration, based on cross-sectional and longitudinal data analyses, in order to outline policy recommendations for improved labour market integration.

Jointly with our partners Wiener Institut für Internationale Wirtschaftsvergleiche (wiiw) and Universität Graz we are building on the FIMAS survey to implement follow-up interviews with respondents while also approaching new groups of refugees to participate.

For the current survey round, up to 1,500 interviews (CAWI/CAPI) will be implemented between October 2017 and March 2018, based on experiences from the FIMAS project and an extended questionnaire which has been translated to Arabic and Dari. The FIMAS+INTEGRATION project ends mid-May 2018.

A follow-up project for a third wave of interviews 2018/2019 is currently being planned.

Duties and Responsibilities

Under the supervision of the Programme Manager for Research, the incumbent will be responsible for the following tasks:

- Performing basic data analyses
- Preparing and updating contact data for field work
- Coordination of mailings (by email and mail)
- Preparing measures to inform and service respondents
- Assisting in recruitment, training of and communication with interviewers
- Providing support at interview locations
- Reviewing progress of implementation of online and offline surveys
- Supporting the elaboration of the research design

- Undertaking desk research as required
- Drafting the codebook and further documentation
- Communicating with relevant stakeholders
- Performing other duties as required

Essential Qualifications

Education:

- BA or MA university degree in social sciences (sociology, psychology, political science, or other related field)

Knowledge, skills, abilities:

- Excellent organisational skills including managing priorities and working towards deadlines
- Substantial knowledge of methods of survey research and/or other quantitative and qualitative data collection and data analysis methods
- Proficiency in data analysis with Stata, SPSS, R, or other statistical software
- Excellent oral and written command of German and English, including the ability to prepare research reports
- Excellent communication skills, adaptability and flexibility
- Ability to work effectively with colleagues from different cultural and professional backgrounds
- Good analytical and interpersonal skills
- Knowledge of refugee and integration research would be an asset
- Familiarity with social surveys on related topics would be an asset

ICMPD Core Values

- Commitment, integrity, partnership, respect, and innovation in actions and decisions

Remuneration

ICMPD offers an attractive remuneration package, and participation in the ICMPD Provident Fund and Health Insurance Scheme. Additional benefits include six weeks' annual leave and, where applicable, a dependency rate.

Application Procedure

Interested candidates are requested to submit their application in English through the ICMPD online recruitment system at <http://www.icmpd.org/work-for-us/current-vacancies> by midnight (CET) of the closing date specified above. For this purpose, candidates will first need to register with the ICMPD website. Once the relevant data has been entered, candidates will be able to apply for vacancies.

Please note that in the course of the online application, the motivation letter and personal CV must be uploaded in the EuropeAid format in English. The template is available for download at <http://www.icmpd.org/work-for-us/>.

All applicants are encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in this vacancy announcement. Applications received after the published deadline, and offline applications submitted via email, fax or post, will not be considered.

Interviews will be held on 17 Aug 2017. Testing may be part of the recruitment process.

Contact

For enquiries and/or technical support, please contact ICMPD at recruitment@icmpd.org.

General Information

ICMPD retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer a contract with a modified job description or for a different duration, or to offer a contract at a lower grade.

The appointment of the successful candidate is conditional upon the award of the project contract.

ICMPD is committed to a policy of equal employment opportunity.