



ESF SHORT-TERM SECONDMENT SCHEME

Science Officer position in the Social Sciences Unit

Central and Eastern Europe (CEE) database extension

Identification of the Unit

The Standing Committee for the Social Sciences (SCSS) is one of the five scientific standing committees of the European Science Foundation (ESF). The array of phenomena investigated by the social sciences enhances our knowledge about how we function as individuals, in groups, across a diversity of cultural backgrounds, in social and political systems and across national boundaries. Expanding the frontiers of knowledge in the social science fields requires innovative techniques, methods and insights and most importantly productive collaboration by building bridges across national boundaries. This is a central pillar of the SCSS mission. The SCSS is supported by the Social Sciences Unit at ESF.

Type of position proposed

Science Officer

Description of the project: tasks, deliverables, milestones

In 2006, the SCSS launched an ESF Member Organisations Forum aiming to promote internationalisation of the social sciences in Central and Eastern Europe (MOCEE). Several activities have been organised, including two Expert Meetings.

The number of internationally recognised experts in the social sciences from Central and Eastern Europe used by ESF – as referee or as member of a review panel – in the assessment of proposals is comparatively limited. The secondment project is aimed at increasing the number of CEE experts in the ESF pool and the ESF database.

The main objective of the science officer will be to refresh and extend the database that is used at ESF in involving Central and Eastern European (CEE) scholars as referees or as members of review panels in the assessment of proposals and evaluation of reports in the social sciences. The project is also a pilot for a later updating of database in a quality controlled way regarding other scientific fields and other European regions. The science officer will work in close collaboration with the database manager of ESF.

The science officer will start with an analysis of the social sciences section in the ESF pool and the ESF database, the coverage of disciplines, expertise, and countries represented, focusing on Central and Eastern Europe.

The science officer will develop procedures to identify CEE experts and will also process a survey among the Member Organisations to map the national databases of experts used by them. In that process the continuous consultation with the Member Organisations is obviously inevitable.

The mapping of internet sources of conferences, professional associations, journals and publishers etc. may also be necessary.

As a parallel process, the science officer will explore the possibilities to open-up the national databases of experts used by the Member Organisations, in order for these national databases to be shared and exchanged by the Member Organisations between themselves.

Qualifications of a successful candidate

The candidate should have

- A scientific training in the social sciences, including a fair methodological training.
- A PhD or equivalent experience.
- Experience with proposal review processes and programme management preferably in (some of the) Central and Eastern European countries.
- Experience in handling databases and internet search.
- The ability to draft concise and clear documents.
- The capability to speak and write in English.
- The character of being action-orientated, responsible and autonomous, creative and willing to take initiatives.
- Commitment to deliver on allocated tasks and respond in a timely manner to deadlines.

Period and length of the secondment

The secondment position is requested for a period of four months, starting April 2008.
The position may require some travelling in the CEE region.

Supervision and support foreseen

The candidate will work in the Social Sciences Unit at ESF in Strasbourg, France, under the supervision of the Head of Unit.

The candidate will participate in Unit meetings and attend the SCSS Spring Plenary Meeting in April (agenda item: MOCEE Project).

Mutual benefits for ESF and Member Organisations

In order for this project to be successful, experience in programme management, peer review and quality assurance in one of the Member Organisations, preferably in Central and Eastern Europe, is needed. In return, the Member Organisation is offered the possibility to see how programme management, peer review and quality assurance is done at ESF. It gives the opportunity to the Member Organisation to see how instruments are managed by ESF on behalf of the Member Organisations, who provide the funding.

For information contact Dr Balázs Kiss, Head of Social Sciences Unit, bkiss@esf.org

Deadline for applications: 20/03/2008

Date of interviews: 25/03/2008

ESF short-term Secondment Scheme Rules

- The average period of secondment is of 3-6 months based in Strasbourg France;
- The Home Organisation continues to pay salaries and benefits while on secondment.
- ESF pays all additional cost linked to the secondment i.e.
 - Relocation costs/ associated travelling costs
 - Furnished lodging in Strasbourg
 - Home trips every 4 weeks
 - A daily allowance based on days of presence at ESF in Strasbourg,
 - The cost of any mission carried out at the request of the ESF at the rates applicable to its own rules and regulations
- Member Organisations and ESF will work together to ensure continuity of health coverage and other insurances while on secondment.