

**SOUS RESERVE DE L'APPROBATION DU CONSEIL ACADEMIQUE DU 1<sup>ER</sup> SEPTEMBRE 2025**

## **FULL-TIME RESEARCH LOGISTICIAN IN EUROPEAN STUDIES**

### **INSTITUT D'ÉTUDES EUROPÉENNES**

Reference: 2025/S162

Application deadline: 02/09/2025

Start date: 01/10/2025

## **Job description**

The Research Logistician (or *logisticien.ne de recherche*) will contribute to the development, management and implementation of research activities at the Institute for European Studies of the ULB. The person recruited will carry out functions close to those of a research support administrator. The initial contract will have a duration of 1 year and may be renewed for a further term of 1 year. After two years, the position may then be made permanent, if considered appropriate.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

With a history spanning over 60 years, the IEE-ULB is one of the oldest institutions of its kind. It is internationally recognised for the excellence of its three core activities: research, teaching and public service and debate. As an 'interfaculty institute', the IEE-ULB is an autonomous entity that collaborates closely with three partner faculties: Philosophy and Social Sciences, Law and Criminology, and the Solvay Brussels School of Economics and Management. The Institute promotes and supports interdisciplinary scientific research in EU studies through its affiliated research units and its 120+ individual members, and its international partnerships. Its activities develop around four main thematic axes: Europe as an area of freedom, security and justice; Europe as an area of economic and social regulation; Europe as a community of norms and values; and Europe in the world.

### **Missions of the Research Logistician**

The IEE Research Logistician will fulfil the following missions:

1/ Contribute to the **management and implementation of the IEE's scientific activities**, in particular:

- *Manage visiting researchers, scientific collaborators and research affiliates of the IEE:* identification and registration of new members; administrative follow-up; communication; support to scientific cooperation; integration and networking
- *Support IEE cross-disciplinary projects related to the three missions of teaching, research and service to society* (e.g., Jean Monnet Centre of Excellence) at all stages Application, Preparation, operationalisation, reporting, and scientific monitoring

- *Prepare the bi-annual IEE Research Committee and its annual activity report*
- *Manage data security and ethical aspects of IEE projects*
- *Monitor and implement fundraising strategy* (e.g. ULB grants, FNRS, foundations, WBI, etc.)
- *Assist with the management of rotating chairs* (e.g., Ganshof van der Meersch Chair; Waseda Chair)

2/ Contribute to the **dissemination and promotion of research** carried out by the IEE and its affiliates

- *Assist with the organisation of large conferences* (e.g., IDEAS, EUJA and EU-Japan Forum): Support for the preparation of funding applications, logistical organisation and team coordination; management of relations with partners and service providers.
- *Support to academic and cultural events at the IEE*: (circa 45 per year on average) coordination with research units, individual affiliates and guests involved in the activities; management of interactions with ULB services and external providers; dissemination.
- *Contribute to the dissemination of the research-related content through the IEE communication channels* (website, social media), in cooperation with the Head of Communications
- *Assist with editorial management of publications linked to the IEE*

## Required Qualifications

Candidates must have both:

- A Master's Degree (120 credits), or Advanced Master's Degree, preferably with a focus on European Studies (European law, political science, history, or economics), and
- A doctoral thesis in one of the above disciplines, preferably with a focus on European Studies.

## Required skills

### General skills for the position (required/desired)

- Have at least three years of experience in research within the field of social sciences and/or humanities, preferably with a focus on European studies, which can be acquired through doctoral and postdoctoral research (required)
- Be familiar with interdisciplinary research (desired)
- Master English and French, both oral and written, in a professional capacity (required)
- Have knowledge of other languages (desired)
- Demonstrate the ability to work in a team and a multicultural environment (required)
- Be a self-starting and autonomous person delivering on time and per expectations (required)

### Specific skills for the position (required/desired)

- Experience in research funding and management, ideally both at the national, European, and international level (required)
- Experience in budgetary management and reporting (required)
- Scientific writing and reporting (required)
- Scientific editing and publishing (required)
- Impact and dissemination of research (required)

- Graphic design and IT skills (e.g., Word, PDF, Excel, Teams, Canva, Photoshop, etc.) (desired). An interest in mastering new tools (specific ULB or funders' software, data management or artificial intelligence) is encouraged.

## Interested?

### ***Application procedure***

\*Additional information can be received by contacting Prof. François Foret, President of the IEE-ULB ([iee.recrutement@ulb.be](mailto:iee.recrutement@ulb.be))

Candidates are invited to submit their application in English in **a single PDF document** sent to the Institute for European Studies ([iee.recrutement@ulb.be](mailto:iee.recrutement@ulb.be)) and to the rectorate of the Université Libre de Bruxelles ([rectrice@ulb.be](mailto:rectrice@ulb.be)).

- A detailed Curriculum Vitae, including a publication list  
*You may choose to complete a standard form via our website at <https://www.ulb.be/fr/documents-officiels/completer-votre-cv-en-ligne>. Once completed, it must be downloaded and attached to the application file.*
- A motivation letter of two pages maximum
- Three professional references that may be contacted for further information

## Diversity and equal opportunities

ULB's personnel policy is based on diversity and equal opportunity.

We recruit candidates on the basis of their skills, regardless of their age, gender, sexual orientation, origin, nationality, beliefs, disability, etc.

Would you like to be provided with reasonable accommodation in the selection procedure because of a disability, disorder, or illness? Please contact Marie Botty, the person in charge of diversity aspects for the academic and scientific staff ([marie.botty@ulb.be](mailto:marie.botty@ulb.be)). Be assured of the confidentiality of this information.

You can find the full set of career provisions for the scientific staff on our website at <http://www.ulb.ac.be/emploi/academique.html>

<p><b>FICHE ADMINISTRATIVE</b></p>
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qui doit impérativement accompagner la vacance

n° de vacance : 2025/S162

Domaine : Sciences politiques et sociales

Discipline : Etudes européennes

Poste(s) au cadre : Z-ASS-009 (1.00 ETP) / Poste SAP : 51006813

Références CoA : <Greffes>

Rattachement Enseignement : OE010 – Institut d'Etudes Européennes