

ADVERTISEMENT FOR AN EMPLOYMENT POSITION

The Research Institute for Labour and Social Affairs (RILSA/VÚPSV) is a public research institute with a 100-year tradition. Its main activity consists of applied research in the field of labour and social affairs at the regional, national and international levels.

The Institute announces a selection procedure for the following employment position

Research and development staff member – family and population ageing issues

Ref: VÚPSV/63/2020

The main responsibilities of the position consist of:

- The conducting of research projects focusing on family and population ageing issues applying quantitative (questionnaires) and qualitative (the conducting of in-depth interviews and group discussions) methods.
- The preparation of projects, communication with clients, the active search for new projects, project management.
- The processing of quantitative and qualitative data, the compilation of final reports and presentations for the professional and general public and the creation of methodologies.
- Cooperation with the head of the research group and project managers.

Requirements:

- A university education; at least a Master's degree in social sciences.
- A knowledge of Czech at the native speaker level.
- Experience of/involvement in research projects concerning the family and population ageing.
- Experience of the presentation of results and communication with the professional and general public.
- PC skills and a knowledge of working with Microsoft Office (Word, Excel, PowerPoint).
- A knowledge of the SPSS, ATLAS.ti programs.
- An advanced written and spoken knowledge of English – "knowledge level B2" (as attested by the passing of one of the examinations listed in the Standardised Examinations List issued by the Ministry of Education).
- Organisational, communication and presentation skills.
- Official evidence of no criminal record.
- Official evidence of legal capacity.
- Official evidence of medical capacity.

Advantages for successful application:

- Experience of all the stages of the field survey process.
- Experience of project management.
- Foreign professional experience, participation in international projects.
- A Master's or higher qualification in demography and sociology; completion or commencement of a doctoral study programme in social sciences.

- Advanced written and spoken knowledge of other foreign languages, particularly French and/or German.

We offer:

- A full-time position at a public research institution.
- A fixed-term employment contract - 1 year, with the potential for extension for an indefinite period.
- 5 weeks of annual holiday entitlement.
- 5 automatic sick days annually.
- Flexible working hours.
- The option of home office arrangements.
- Meal vouchers.
- Further education opportunities as part of the Institute's employee development scheme.

Expected date of the commencement of employment: **1 May 2020**

Place of employment: Dělnická 12, Prague 7 - Holešovice

Application requirements:

- A structured CV with a motivation letter.
- Copy of the certificate of the highest level of education attained.
- Copy of the foreign language examination certificate.
- Official evidence of no criminal record.
- Official evidence of legal capacity.
- Official evidence of medical capacity.

For more information on the selection process, please contact:

Ing. Iva Veselá, +420 211 152 714, iva.vesela@vupsv.cz,
or Mgr. Jana Paloncyová, Ph.D., +420 211 152 744, jana.paloncyova@vupsv.cz

In case of interest, please submit your application form with the required documents (in person, electronically or by post) **no later than 17.2.2020** (inclusive) to the following address:

Research Institute for Labour and Social Affairs.

Ing. Iva Veselá

Dělnická 213/12

170 00 Prague 7

Data box: xy9n88n

e-mail: vupsv@vupsv.cz

Failure to substantiate the documents required as outlined above may form grounds for exclusion from the interview process. In the case of documents for which a copy is required, you will be required to submit the original for examination prior to the interview.

By submitting an application for the above employment position, you confirm that you are not aware of any personal or professional relations that could result in a conflict of interest when undertaking the activities involved in the position you are applying for.