



**VACANCY – call for applications**  
**RESEARCH MANAGER/DATA MANAGER**  
**2 years**

Faculty/Department : **Philosophy and social sciences – Centre d'études de la vie politique (CEVIPOL)**

Supervisor: **Prof. Amandine Crespy, Prof. Jean-Benoît Pilet**

Contract Type: **Logisticien de recherche (Personnel scientifique)**

Contract Length: **24 mois**

Work Time: **Full time**

Start Date: **September 2025**

Funding Source: ULB

Remuneration: approx. 2500-3000 €/month, net (depending on degree qualification and seniority)

#### **JOB DESCRIPTION**

The selected candidate will be hired as a full-time Data manager at Université Libre de Bruxelles working for the Centre d'études de la vie politique (CEVIPOL) and The Social Study (TSS) 50% and 50% respectively.

As part of the research team based at CEVIPOL, the tasks to be completed will be the following.

#### **1. Data Collection & Processing**

- Supervise data collection through questionnaires (TSS)
- Label variables according to established nomenclature (TSS)
- Integrate sample weighting keys (TSS)
- Clean and prepare datasets after collection (CEVIPOL)
- Pseudonymize/anonymize data to ensure privacy compliance (CEVIPOL)

#### **2. Research Ethics & Compliance**

- Support development of Data Management Plans (CEVIPOL)
- Prepare ethics approval documentation for the PhiSoc Ethics Committee (CEVIPOL)
- Define data protection protocols for ULB's Data Protection Officer (CEVIPOL)
- Verify and forward data linkage requests to relevant authorities (Statbel, Crossroads Bank for Social Security) (TSS)

#### **3. Open Data Implementation**

- Archive data and metadata in the institutional repository (e.g. SODHA) (TSS, CEVIPOL)
- Make collected data available as open access following appropriate embargo periods (TSS, CEVIPOL)
- Prepare data and metadata for repository deposits according to FAIR principles (CEVIPOL)

- Support discussions within ULB regarding Open Data, particularly for qualitative research methods (CEVIPOL)

#### 4. Knowledge Transfer & Promotion

- Transmit processed data to research teams (TSS)
- Promote Open Access data to various audiences including researchers, students, and media (CEVIPOL)
- Potentially serve as a Data Ambassador within ULB (CEVIPOL)

For **The Social Study**, the selected candidate will be in charge of the preparation of the survey data collected in order to be deposited as scientific use file on an open science data repository. It includes data cleaning, variables labelisation, pseudonymization and weighting. The selected candidate will also be involved in the preparation of ethics approval for the survey fielded within TSS.

#### THE SOCIAL STUDY

**The Social Study (TSS)** is a research platform for questionnaire-based surveys, established in 2022 by Belgium's ten universities. A representative sample of the Belgian population—slightly over 5,000 individuals aged 16 and older—was recruited using a probabilistic sampling method based on addresses extracted from the Belgian National Register. These 5,000 panelists agreed to be part of TSS for several years and to participate in questionnaire-based surveys every six weeks (roughly eight times a year). The surveys fielded are commissioned by scientific research teams from various disciplines (economics, sociology, political science, communication, psychology, public health, criminology, ...).

TSS works with a team of experienced researchers in charge of survey and data management. They are based at various universities in Belgium. The newly recruited member of staff will work at ULB (under supervision of Prof. Jean-Benoit Pilet) and will be especially involved in data management and the implementation of the Open Science Policy that TSS is implementing for all data collected via the platform. Finally, since survey are fielded both in Dutch and French, the selected candidate may be providing some help for the linguistic quality of the questionnaires.

More information on TSS may be found on the website of the platform.

<https://thesocialstudy.be/>

#### CENTRE D'ETUDE DE LA VIE POLITIQUE (CEVIPOL)

With **87 members**, **CEVIPOL** is the largest political science research center in Belgium. Located within the **Faculty of Philosophy and Social Sciences**, its members conduct cutting-edge research in the fields of **political sociology**, **comparative politics**, **European studies**, and **area studies** (Russia and the Caucasus, the Americas, the Middle East, and Asia).

#### WORK ENVIRONMENT AND CONDITIONS

The post foresees access to a shared office at CEVIPOL, in ULB Sociology Institute located at Avenue Jeanne 44 in Ixelles, as well as access to relevant hardware and all necessary work material.

The selected data manager will be fully integrated in CEVIPOL's intellectual and social activities.

Remuneration :

- With Master qualification : 2500 €/month net (plus seniority)
- With PhD qualification: 3000 €/month net (plus seniority)

## ELIGIBILITY AND PROFILE

### Qualifications required

- Master's degree or Ph.D. in Political Science or related disciplines (e.g. sociology)
- Demonstrated experience in data management within research contexts
- Knowledge of research ethics regulations and database management

### Mobility Requirement

The selected candidate will be required to live in Belgium and come to work in Brussels. Limited telework options are available.

### Scientific knowledge and skills

- Experience with data cleaning, processing, and archiving methodologies for qualitative and quantitative data in the social sciences
- Understanding of data protection regulations and implementation
- Familiarity with FAIR principles (Findability, Accessibility, Interoperability, Reusability)
- Knowledge of institutional repositories and Open Data practices

### General knowledge and skills

- Full command of English (excellent academic writing and oral skills), French is an asset.
- Ability to work in a team, to meet deadlines and to combine autonomy with respect of guidelines
- Good oral communication skills and ability to take part in meetings and interact with researchers at all stages of their career
- Experience of working in an international environment

## APPLICATION PROCEDURE

### Application procedure\*

\*Additional information can be received by contacting [jean-benoit.pilet@ulb.be](mailto:jean-benoit.pilet@ulb.be)

The successful candidate will be selected based on the quality of the CV, achievements, motivation, and fit with the post. Each candidate should explain clearly his/her interest in the project and how and why he/she can contribute to its development.

### Application Files

All application documents must be compiled **into a single PDF** file and sent via email to Ana Noppen ([Ana.Noppen@ulb.be](mailto:Ana.Noppen@ulb.be))

**The application file must include the following documents, in English:**

- A motivation letter (2 pages max.) outlining the candidate's interest in the position and how their experience aligns with the responsibilities of the Data Manager role
- A curriculum vitae detailing academic qualifications, relevant work experience, and achievements in data management and research support. *Candidates may choose to the*

*Europass CV format (<https://europa.eu/europass/en>), but this is not mandatory. Whichever format is used, the CV must be included within the single PDF application file.*

- A copy of a valid passport/ID, as well as copies of the candidate's Master's and/or Ph.D. degree certificates.

#### Application Calendar

- ✓ Deadline for applications: **20 June 2025.**
- ✓ Notification of short-listed candidates: end of June.
- ✓ Interviews: Thursday 3 July 2025, on ULB Campus Solbosch (Ixelles), with Profs. Pietro Castelli, Amandine Crespy, and Jean-Benoît Pilet..
- ✓ **Final decision: as soon as possible after the interviews**
- ✓ **Start date: August 1<sup>st</sup>** (to be discussed)

#### Equal opportunity policy

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.

More details on the ULB gender and diversity policy are available at <https://www.ulb.be/en/about-ulb/gender-equality-at-ulb>.