

## **IRSS is looking for a research administrator**

**Context:** The Centre for Research on the Epidemiology of Disasters (CRED) has been active for over 40 years in the fields of international disaster and conflict health studies, with activities linking relief, rehabilitation and development. The Centre promotes research, training and technical expertise on humanitarian emergencies, particularly in public health and epidemiology. It is composed of a multidisciplinary and international team of researchers and technical and administrative staff. The centre is part of the Institute for Health and Society (IRSS) within UCLouvain. It hosts the International Disaster Database EM-DAT since 1988.

**Job description:** The research administrator will serve a team of researchers working in the field of health in natural disasters and conflicts, in a very international setting. The person will be responsible for the day-to-day monitoring of the administrative and financial aspects of the centre. The tasks are varied, some specific examples are:

- Assist the centre on a day-to-day basis
- Administratively coordinate international research projects
- Oversee the financial aspects of the centre
- Keep track of the centre's personnel and internship files
- Be in charge of the administration of the centre
- Potential for active participation in research project development and monitoring according to candidate's capacity and interest

**Duration:** Initially 6-month contract, renewable. Initially the position 50%, with the possibility to increase later.

### **Profile:**

- Master and / or experience in a similar position
- Knowledge of basic IT tools (Microsoft Office / Excel)
- Knowledge of English and French, spoken and written, is a requirement
- Teamplayer, be flexible and work in a non-hierarchical structure

**Application:** Please send the CV and letter of motivation to Dr. Joris van Loenhout ([joris.vanloenhout@uclouvain.be](mailto:joris.vanloenhout@uclouvain.be))

**Salary:** Salary according to official university regulations.

**Deadline:** Open until filled.

For any further information on our Centre, please visit our website ([www.cred.be](http://www.cred.be)) or contact Joris van Loenhout at the following e-mail address: [joris.vanloenhout@uclouvain.be](mailto:joris.vanloenhout@uclouvain.be)