

## VACANCY ANNOUNCEMENT

**Project Assistant (full-time),**

**MAGYC project (Migration Governance and Asylum Crises)**

### **About the Hugo Observatory**

The [Hugo Observatory](#) is a research centre devoted to the study of the interactions between environmental changes, human migration, and politics. The Observatory is hosted at the SPHERES Research Unit of the Faculty of Sciences. It is a young and dynamic structure, involved in different international research projects and policy processes. It conducts both theoretical and empirical, field research and puts a high value on collective and collaborative work.

### **About the MAGYC project**

MAGYC stands for 'Migration Governance and Asylum Crises' and is a collaborative project funded by the European Commission's Horizon 2020 Programme for Research and Innovation. It associates twelve academic and civil society partners, inside and outside of Europe, under the general coordination of The Hugo Observatory. The project seeks to assess how migration governance has been influenced by the recent 'refugee crisis', and how crises at large shape policy responses on migration.

Within the project, The Hugo Observatory is tasked with the general coordination, communication, as well as with research on the structural determinants of migration crises and on migration and asylum governance through times of crises. The project runs from November 2018 until October 2022, for a total budget of EUR 3.2 million.

### **About the Position**

The Hugo Observatory is seeking an outstanding candidate for the position of Project Assistant to assist with the development and management of the MAGYC project.

The successful candidate will be responsible for:

- Assisting in the day-to-day management of the project (including administrative and financial follow-ups, report writing, liaison with partners);
- Supporting the research activities of the doctoral and post-doctoral researchers involved in the MAGYC project (e.g. desk research);
- Liaising with the project partners and external partners, as well as facilitating the interactions between researchers from the project;
- Planning and organising academic events (workshops, conferences) pertaining to the project;

- Developing and implementing a communication strategy for the project through conferences and seminars, social media (Facebook and Twitter), newsletters (MailChimp) and the project website (WordPress);
- Supporting the overall development of the project and of the Observatory (assistance to the drafting of research proposals, liaison with partners, etc.);
- Assisting the Hugo Observatory team with administrative and communication tasks related to the overall functioning of the Observatory and of its other ongoing projects (e.g. website management);
- Supervising and mentoring interns.

### **Requirements**

The successful candidate must:

- Demonstrate previous experience and/or expertise in project management, communication and/or events management;
- Be able to work independently and as part of a team, in a highly inter-disciplinary environment, under limited supervision;
- Have excellent written and verbal communication skills, with impeccable spelling and grammar;
- Be fluent in English and French;
- Be knowledgeable about Belgian and European institutions;
- Be familiar with WordPress, MailChimp, and social media management (e.g. Twitter, Facebook);
- Be enthusiastic about the development of a new research project and committed to its advancement.
- An interest in migration issues and/or environmental issues is an asset.
- Skills in graphic design are another asset.

### **Location and type of contract**

The position is a one-year contract, full-time, and renewable for another year. The position is based at the University of Liège, in the southeast of Belgium. The successful candidate is expected to travel abroad occasionally for conferences and missions.

The position should be filled as soon as possible, ideally in March 2019 (negotiable). The salary shall be commensurate with experience. The University of Liège is an equal-opportunity employer; foreign candidates are encouraged to apply.

### **How to apply**

Interested candidates should send a CV and cover letter by noon on January 31<sup>st</sup>, 2019. They should also indicate the names of two referees who can be contacted upon request. Interviews will be conducted on Thursday February 14<sup>th</sup>, 2019, and only short-listed candidates will receive a feedback on their application.

Applications should be sent by email to François Gemenne, coordinator of the project: [F.Gemenne@uliege.be](mailto:F.Gemenne@uliege.be) and copied to [elodie.hut@uliege.be](mailto:elodie.hut@uliege.be).