



JOB VACANCY ANNOUNCEMENT

Babeş-Bolyai University seeks to fill the position of **data entry, validation and processing operator** vacant within the project H2020-DT-TRANSFORMATIONS-07-2019, contract no. **DIGI GEN 870548** on a fixed-term contract (established according to the funding of the project and implementation schedule of activities), part-time (maximum 3 hours per day, 5 days per week, for a period of five months).

Offer Description: Recruiting respondents for interviews and focus-group interviews; collecting the informed consent documents; transcribing the interviews in Romanian; translating selective parts of the interviews in English; writing research reports on interviews and focus groups in English; participation in teamwork; qualitative analysis of the interviews using qualitative software.

Required qualifications for applicants:

- to be a graduate of bachelor's and master's degree in social sciences
- to be enrolled in a doctoral school as a PhD. Student in social sciences
- Competences and skills in: online culture, quantitative data analysis software (SPSS, JASP etc.) and qualitative data analysis software (NVIVO, ATLAS.TI etc).
- Romanian native speaker; good knowledge of English
- experience in field research;
- previous experience in studies or research on children / young people and digitization is an advantage.

Application file

In order to apply for the vacancy recruitment process, the applicants will email to maria.roth@ubbcluj.ro **until 27.05.2021 at 16.00 (romanian time)** the following documents:

1. application for recruitment and selection process (standard form),
2. copy of the document proving the identity,
3. copies of documents proving the level of qualification and other specialisations pursued,
4. documents proving the professional experience required for the position,
5. curriculum vitae in Europass format,
6. list of published papers, scientific conferences, other scientific achievements
7. other documents relevant to the recruitment and selection process.

Application files selection

Applicants' files will be reviewed within one working day from the end of the submission period in order to determine their suitability for the vacant post according to the specific criteria and requirements outlined in the published vacancy notice.

The results of the application files selection will be posted on 28.05.2021, by indicating the registration number of the application file.

Appeals against the results of the application files selection can be submitted within one working day from the date of posting the results, to maria.roth@ubbcluj.ro

Appeals will be answered within one working day after the submission deadline.

Only shortlisted candidates following the reviewing of application files will participate in the selection tests.

Recruitment proceedings

1. Application files screening according to the following criteria:

- scientific/professional activity of the candidate
- experience in the required field
- quality of scientific collaborations, depending on the candidate's field of expertise
- candidate participation in research-development projects

2. Interview assessing the extent to which candidates meet the criteria that are necessary for successful performance in the position, motivation and readiness assessed according to the following criteria:

- professional knowledge
- abilities and skills required to perform the job
- candidate's motivation
- research experience

The interview will take place on 07.06.2021, in online format, the time of the interview should be communicated later to the eligible participants.

The final score of the recruitment and selection process is calculated as the arithmetic mean of the scores obtained in the selection tests. The candidate who obtained the highest final score will be admitted, but applicants must score a minimum of 9 points in each competition test.

In case of equal final scores, ranking is performed by considering the interview score as a tiebreaker.

Results and appeals

The results of the recruitment and selection process will be published on the official website of the institution on 08.06.2021, by indicating the registration number of the application file.

Candidates who are not satisfied with the outcome of their assessment will have the right to appeal within maximum one working day from the publishing of the results.

Appeals will be emailed at maria.roth@ubbcluj.ro.

Appeals will be answered within one working day after the submission deadline.

Additional information can be obtained at maria.roth@ubbcluj.ro.

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