



Terms of Reference

Post Title: **Panel Survey Coordinator (Resonant Voices Panel Survey)**

Post location: Austria, Germany, or Croatia

The Resonant Voices Initiative in the EU (RVI EU) is conducting a panel survey in Berlin, Munich, Vienna, Graz, Zagreb, and Rijeka, with panel participants from the countries of former Yugoslavia. Approximately 100 interviews will be conducted in each location in three rounds of data collection, taking place in June/July 2019, October/November 2019 and August 2020.

The Commission for International Justice and Accountability is seeking to contract an experienced Panel Survey Coordinator to assist the Resonant Voices assessment team with the data collection in the six locations. Data collected will be used in the design of project activities and in the evaluation of their impact.

The RVI EU is implemented by the Commission for International Justice and Accountability, Balkan Investigative Reporting Network (BIRN), and Propulsion Fund (PF), as part of the Civil Society Empowerment Program under the EU Internet Forum, with funding from the European Union's Internal Security Fund – Police.

Scope of Work

The panel survey coordinator is primarily responsible for the recruitment of and liaising with approximately 600 panel members and supervising the data collection by Field Researchers.

Tasks and responsibilities of the Panel Survey Coordinator are as follows:

- Attend training session;
- Oversee testing of questionnaires;
- Under the supervision of Senior Researcher, organize and oversee the panel participants recruitment;
- Finalize the panel recruitment strategy;

- Prepare the recruitment brief;
- Contact and recruit panel respondents;
- Oversee field data collection schedules/itinerary and provide support to researchers as needed;
- Respond to field inquiries from panel members;
- Provide quality control through randomised checks;
- Conduct interviews and communicate with panel members as instructed;
- Document all the findings in the provided data collection tools.

Research timelines

1-day training session in each country	Beginning of June 2019
Pilot-test of questionnaires	Beginning of June 2019
Data collection (round 1)	01-21 June and 13-20 July 2019
Data collection (round 2)	28 October - 08 November 2019
Data collection (round 3)	16-31 August 2020

Terms and Conditions

This is a short-term consultancy position with the duration of assignment expected to be 45 work days between June 2019 and August 2020. Compensation will be commensurate with experience. Eligible travel expenses will be reimbursed.

Skills and Qualifications

- Master's degree in social sciences
- Experience in similar research coordination and management roles, experience with panel studies a distinct advantage
- Professional fluency in German, English and Bosnian/Croatian/Serbian
- Excellent interpersonal skills
- Attention to detail and ability to work autonomously
- Natural problem solver

INSTRUCTIONS FOR APPLICANTS

Interested applicants should send their most recent **CV** and a **cover letter** outlining their motivation and relevant experience via email to **hr@cijaus.org** by **25 May 2019, midnight CET**.

The Commission for International Justice and Accountability reserves the right to recruit one or several Panel Survey Coordinators.



The project "Resonant Voices Initiative in the EU" is funded by the European Union's Internal Security Fund — Police

Privacy notice

The personal data contained in your application will be collected by *Stichting* “The Commission for International Justice and Accountability” (the “**Controller**”). Your personal data will be processed for the purposes of managing the Controller’s recruitment related activities, which includes but is not limited to setting up and conducting interviews (and, where applicable, tests for applicants), evaluating and assessing the results thereto, and other activities otherwise needed in the consultancy service procurement process.

The Controller may collect a range of information about you. This includes: your name, address and contact details (including email address and telephone number), details of your qualifications, skills, experience and employment history, information about your current level of remuneration, whether or not you have a disability for which the organization needs to make reasonable adjustments during the recruitment process, and information about your entitlement to work in specific countries.

In addition, the Controller may also collect personal data about you from third parties, such as references supplied by former employers. The Controller will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

The Controller processes your personal data pursuant to several legal bases, depending on the type of data and purpose of the processing. Under most circumstances, the Controller’s processing of your personal data in the recruitment context is based on your request in the anticipation of entering into a consulting services agreement with the Controller. The Controller will also process this information where required to comply with legal obligations to which it is subject, such as governmental reporting obligations. In some circumstances, the Controller will process your personal data pursuant to its own legitimate interests in operating its business, including conducting the above described activities for internal administrative purposes and ensuring network and information security. A different legal basis may be provided at the point where your personal data is collected.

If your selection as a service provider is unsuccessful, the Controller will, whenever necessary and subject to any statutory or audit requirements, delete and/or anonymize your data that is no longer needed. If your selection as a service provider is successful, personal data gathered during the recruitment process will be transferred to an HR file (electronic and paper based) and retained during your contract period with the Controller.

Your information may be shared internally within the organization for the purposes of the service procurement process. This includes members of the HR team, interviewers and other consultants or officers of the Controller that are otherwise involved in the recruitment process. The Controller will not share your data with third parties, unless your services are retained and an offer of contract is made.

Under the GDPR, you have the right to request access to your personal data, to request that your personal data be rectified or erased, and to request that processing of your personal data be restricted. You also have the right to data portability. In addition, you may lodge a complaint with an EU supervisory authority.

You can contact the Controller’s HR contact person at hpm@cijaonline.org for more information or concerns.