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# Guide for Applicants

## External competition for Tenured Senior Researcher, Category 2

*(directeur·trice de recherche de 2e classe)*

**Bureau des concours chercheur·es**

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# CONTENTS

<b>INED .....</b>	<b>3</b>
MULTIDISCIPLINARY RESEARCH .....	3
RESEARCH POLICY ENGAGED WITH CONTEMPORARY SOCIAL ISSUES .....	3
WORKING AS A RESEARCHER AT INED .....	3
HOW RESEARCH IS ORGANIZED AT INED .....	4
REMUNERATION AND PROMOTION .....	4
<b>ELIGIBILITY CRITERIA .....</b>	<b>6</b>
APPLICANTS WHO HAVE HELD A TENURED RESEARCH POSITION WITHIN A FRENCH RESEARCH INSTITUTE .....	6
APPLICANTS WHO HAVE NOT HELD A TENURED RESEARCH POSITION WITHIN A FRENCH RESEARCH INSTITUTE .....	6
<b>COMPETITION PROCEDURE .....</b>	<b>7</b>
COMPETITION PHASES .....	7
① OPENING OF THE APPLICATION PLATFORM .....	7
② SUBMISSION OF THE APPLICATION .....	7
③ EQUIVALENCE PHASE .....	7
④ SHORT-LISTING .....	8
⑤ FINAL SELECTION .....	8
⑥ RESULTS .....	8
<b>PREPARING YOUR APPLICATION .....</b>	<b>10</b>
SCIENTIFIC SECTION .....	10
Report on previous research work (max. 20,000 characters including spaces, excluding bibliography) .....	10
Bibliography (see Appendix 2) .....	10
Five-year research project (max. 20,000 characters including spaces, excluding bibliography) .....	10
Checklist of key points to be highlighted in your application .....	11
CONTACTS .....	11
<b>APPENDIX 1: REQUIRED DOCUMENTS .....</b>	<b>12</b>
<b>APPENDIX 2: PRESENTATION OF PUBLICATIONS .....</b>	<b>14</b>

# INED

Founded in 1945, the French Institute for Demographic Studies (Institut national d'études démographiques, INED) is a Public Scientific and Technical Research Establishment (EPST) with a mission to conduct research on all aspects of populations, to disseminate knowledge generated in this field, and to provide research training. Administratively attached to both the research and social affairs ministries, INED is a leading player in population science research, both within France and internationally.

## Multidisciplinary Research

Researchers at INED work in a wide range of disciplines: demography, of course, but also sociology, economics, history, geography, statistics, and epidemiology. The research conducted at INED aims to describe and understand the causes of changes taking place within populations in the areas of fertility, union formation and breakdown, mobility, migration and mortality. It addresses issues relating to gender relations, intergenerational relationships, social and geographical inequalities, and the links between population and environment. While a significant portion of the Institute's research focuses on France, international comparisons are frequently undertaken. Much research also looks at other geographical areas, with INED having a long research history in countries of the Global South.

## Research policy engaged with contemporary social issues

INED's research plan for the 2021–2025 period (<https://www.ined.fr/en/institute/who-are-we/reference-documents/>) covers five areas. The first area focuses on crises (environmental, social, economic, migratory, health or political) and their interaction with demographic phenomena. INED is specifically looking to develop its expertise in the field of relationships between population and environment. The second area is dedicated to the issues associated with methods of observation and measurement. While surveys continue to occupy a central role and with the increasing use of new data, the Institute is looking at the importance of two key strategies: firstly, adopting a critical approach to data and categories of analysis, and secondly, the significance of the historical approach. The three other areas cover three major themes. The first looks at stages of the life cycle, from childhood to adulthood, from stopping work to old age. A particular focus of analysis is the interactions between the "events" that mark a life trajectory and the environment (family, social, cultural, economic and political) in which they occur, with its associated opportunities and pressures. The second major theme is the disparities and inequalities in health and mortality, whether affecting various subpopulations within a single country or identified across different countries or geographical areas. Trends observed in the countries of the Global North and South are examined in the light of epidemiological transition theory. Issues relating to sexual and reproductive health and rights are also addressed. The principal topic of the last theme is space. Housing, residential mobility, and international migration and its consequences for immigrants and their families (inequalities, discrimination, and racism) are analysed in relation to life trajectories and the impact of local and national public policies.

Within this plan, there are various cross-cutting question and approaches. Consideration of gender, the life course approach, analysis of inequalities, use of international comparisons, and the impact of public policies on behaviour feature in all research areas. Population ageing is also a cross-cutting issue, raising questions relating to the analysis of mortality, fertility, and migration, with many and varied implications in terms of social, health and economic policy.

Across all these topics, INED supports the production of original data and methods that enrich both scientific knowledge and public statistics, and that are disseminated within the scientific community and promoted to a wider audience. INED's research informs society about major issues of public debate. It makes an objective contribution to sensitive issues and can be used to guide public policy.

## Working as a Researcher at INED

The vacancy offered is for a full-time research scientist. In line with INED's missions, our researchers:

- Undertake and develop research to study all aspects of populations
- Disseminate their research internationally (publications, conferences, etc.)
- Develop the capacity to provide expert knowledge and support to public policymakers, particularly when designing policies to address social challenges

- Contribute to research training through research in their field of competence
- Help inform the public about population questions.

INED's researchers are free to define their research topics, in line with the Institute's research plan and with the research areas of the units to which they are affiliated. They have access to financial resources from INED for conducting research and disseminating their findings. They are also supported by the engineers and technicians of INED's research support departments: surveys and polling, statistical methods, IT, documentation, publication, international relations, and communications. They have the opportunity to take methodology or language courses. Since French is the language of daily life at INED—and one of INED's missions is to encourage the use of French—lessons are available for non-French-speaking researchers.

At various times in their careers, researchers may be called upon to head a research unit, oversee research projects, particularly the production of statistical surveys, or take on other tasks of collective use to INED (membership of editorial committees, doctoral matters, website, popularization and promotion of research, etc.).

## How research is organized at INED

Researchers at INED are affiliated to one or two research units. There are ten research units at INED, along with one joint research unit <https://www.ined.fr/en/research/research-teams/>:

- Fertility, Families, and Couples [UR03]
- Gender, Sexuality, and Inequalities [UR04]
- Mortality, Health, and Epidemiology [UR05]
- Housing, Spatial Inequalities, and Trajectories [UR06]
- International Migrations and Minorities [UR08]
- Economic Demography [UR09]
- History and Population [UR11]
- Mobility, Trajectories, and Territories [UR12]
- Sexual and Reproductive Health and Rights [UR14]
- Demography of the Global South [UR15]

INED's organization chart is available here: <https://www.ined.fr/en/institute/who-are-we/organization/flow-chart/>

## Remuneration and promotion

Senior Researchers are classed as Category A civil servants. Their salary increases regularly along a payscale, depending on their previous professional research experience.

Baseline monthly pre-tax remuneration (before previous experience is taken into account) is €3,757.

Level	1	2	3	4	5	6			7		
Gross Index	814	863	913	969	1027	HEA	HEA2	HEA3	HEB	HEB2	HB3
Period	1 year 3 months	1 year 3 months	1 year 3 months	1 year 3 months	3 years 6 months	3 years 6 months			-		
Gross salary with location allowance and C1 premium	€3,757	€3,950	€4,143	€4,356	€4,584	€4,888	€5,066	€5,304	€5,304	€5,512	€5,512

Senior Researchers (Category 2) can apply for promotion to Senior Researcher (Category 1) after 4 years. If successful, they can subsequently apply for promotion to Senior Researcher (Exceptional Category) after 18 months service as a Category 1, Level 3 Senior Researcher.

Certain roles that involve taking on additional responsibilities within INED may be allocated additional remuneration.

Researchers may also undertake teaching or scientific consultancy outside INED, in accordance with the civil service cumulative remuneration rules.

## ELIGIBILITY CRITERIA

### Applicants who have held a tenured research position within a French research institute

Provide proof of at least three years' service as a tenured researcher, as of the competition opening date.

### Applicants who have not held a tenured research position within a French research institute

Applicants must meet one of the following criteria:

- Hold a doctoral degree; as described in Article L. 612-7 of the French Education Code;
- Hold a *Doctorat d'État* or *doctorat de troisième cycle*;
- Hold a doctoral degree in engineering sciences;
- Hold a post-graduate diploma in dental science (DERSO);
- Hold a post-graduate diploma in human biology (DERBH);
- Hold a foreign university degree recognized as equivalent to one of the above qualifications by the INED Evaluation Committee;
- Provide proof of research production recognized as equivalent to the above qualifications by the INED Evaluation Committee.

**and provide proof of  
8 years'  
professional  
research  
experience**

The years of professional research experience must have been completed at a public science and technology or teaching establishment, in France or abroad. Where applicants have held research posts at other public or private institutes or organizations, in France or abroad, equivalence may be acknowledged by INED's Director, subject to the approval of the INED Evaluation Committee.

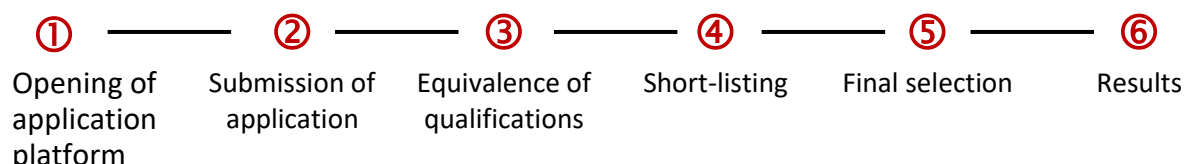
**Special cases:** in accordance with the French General Civil Service Code (Articles L.325-10 and L.325-12) and with the French Sport Code (Article L.221-3), qualification requirements may be waived for mothers or fathers who are raising or have raised three or more children and for elite athletes.

There are no age, gender or nationality restrictions.

# COMPETITION PROCEDURE

The external competition comprises the application completion and submission phases followed by three review and selection phases: an equivalence phase, a short-listing phase conducted by the preliminary selection committee (based on the written application file), and the final selection decision made by the final selection committee (based on the application and previous committee reports).

## Competition phases



The competition timetable is posted on the INED website:

<https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/>

### ① OPENING OF THE APPLICATION PLATFORM

- Applications may only be submitted online, between the date on which the application platform opens and the date it closes. Applications may be submitted in French or in English. The platform is accessed using the URL links published on INED's website (<https://www.ined.fr>).
- Applicants who are unable to register online can contact INED at the following address: [concours-promotion-chercheurs@ined.fr](mailto:concours-promotion-chercheurs@ined.fr)

### ② SUBMISSION OF THE APPLICATION

- The application may only be submitted during the period shown (between the competition opening date and the time and date for closing of applications).
- The platform will be closed at the time and date specified for the closing of applications, as indicated in the competition opening announcement and on the website <https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>
- The application will only be admissible if the candidate has clicked on the "Submit the file" button
- The application can be amended until the closing date and time of the application platform.
- A complete application must include all the documents listed in Appendix 1. See the section below, "PREPARING YOUR APPLICATION", for details about the scientific part.
- Documents must be uploaded using the file naming convention specified in the form (SURNAME\_First name\_Type of document).

#### IMPORTANT:

Any application file that is incomplete will be automatically rejected.

### ③ EQUIVALENCE PHASE

- If you do not hold a doctorate from a French university, you may request recognition of equivalence, either on the basis of a doctorate awarded by a foreign university, or because you can provide proof of adequate research production.
- Your equivalence request will be reviewed by the Evaluation Committee.

- You will be informed by post if equivalence is not recognized.

#### ④ SHORT-LISTING

The preliminary selection committee which reviews the applications is composed of members of INED's Evaluation Committee who hold a similar or more senior position to the vacancy in question. These include senior researchers elected to the Evaluation Committee by their colleagues, along with six scientific experts from outside the Institute, appointed by the INED Director. The list of members is available here:

<https://www.ined.fr/en/institute/who-are-we/organization/governing-bodies/evaluation-committee/>

- Two reviewers, one internal and one external, are randomly assigned to each application.
- After review and discussion of the application files, the preliminary selection committee will prepare a short-list of applicants, in order of merit, and submit a report on each short-listed applicant to the final selection committee.

#### ⑤ FINAL SELECTION

The final selection committee is composed of a chair and eight members occupying posts equivalent to or more senior than the post(s) to be filled:

- a) The Director of INED or their representative chairs the selection meeting
- b) Four members of INED's Scientific Council, nominated by the Scientific Council and appointed by the Director, including two elected internal members and two external members
- c) Four leading scientists from the research community, whether affiliated to INED or not, appointed by the Director.

The list of members is available here: <https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/>.

- The final selection committee publishes the name(s) of the successful applicant(s) based on:
  - The applicant's written application
  - The minutes of the preliminary selection committee meeting
  - The preliminary selection committee's report on the applicant.

The ranking established in the short-listing phase may change following the meeting of the final selection committee, which takes INED's research priorities into consideration as well as the quality of the applicant(s). The final selection committee may produce a waiting list.

If the list of successful applicants is shorter than the number of positions available through the competition, the Director may decide to postpone recruitment for all or some of these positions to one or more later competitions.

#### ⑥ RESULTS

Lists of short-listed and successful applicants are posted at INED and on its website:

<https://www.ined.fr/en/institute/joining-ined/competitive-examination/researchers-exams/>.

All applicants will receive a letter informing them of their results.

Successful applicants must accept or refuse the position offered within eight days of receiving the offer letter sent by INED.

If a successful applicant accepts the position, they are appointed as a Senior Researcher (Category 2) by INED's Director. The Director allocates them to one or two research units within INED.

In order to be appointed, applicants must meet the following criteria:

- Enjoy full rights as a citizen (right to vote and hold public office)
- Have a clean criminal record (no convictions rendering them ineligible to hold public office)
- Satisfy the physical fitness requirements for the position
- Be in compliance with immigration laws



- Have completed, or be exempt from, their country's national service obligations.

Applicants on the waiting list may only be hired by the Director to replace applicants from the main list who cannot be appointed or if a new vacancy arises between two competitions.

If the opportunity arises to appoint one or more applicants from the waiting list, INED will contact applicants on the waiting list in order of merit. The waiting list automatically lapses on the opening date of the following competition or two years after the list was established, whichever is sooner.

**After the competition has ended and for a month after the publication of the results, applicants may contact the chair of the preliminary selection committee to obtain information about the strengths and weaknesses of their application.**

# PREPARING YOUR APPLICATION

## Scientific Section

Applications may be submitted in French or English.

### Report on previous research work (max. 20,000 characters including spaces, excluding bibliography)

This report should enable members of the selection committees to clearly grasp your research interests. As your CV is included elsewhere in the application, you do not need to repeat information provided there, but you can provide more details. When presenting your career so far, make sure you emphasize your personal contribution to your research field(s) and your skills and experience in managing or coordinating research. Describe the contribution your research has made to the literature and to debate and questioning in your research field, highlighting your role in these research activities. Explain how you are known within your research community, whether through projects, governance, teams, committees or networks that you have coordinated or directed.

You are also encouraged to detail how you have participated in the administration, coordination and promotion of research activities, and your engagement with the departments and research teams to which you have been affiliated, for example through your involvement in tasks of collective interest, editorial activities, organization of scientific events, administrative roles, or peer-review activities.

You may summarize your research activities and responsibilities as you wish, either chronologically or by topic: the important thing is to clearly show your personal contribution and the originality of your work. For all results presented, specify the context within which the research project was carried out (e.g. a collaborative project, etc.), whether or not it has been published, and its take-home message. If the work was collaborative, clearly identify your personal role and responsibilities.

Where relevant, this report should also describe and explain any shifts in topic or geographical mobility.

The selection committees are composed of leading scientists from a variety of disciplines, so you must be clear and avoid any jargon. Remember that not all those evaluating your application are specialists in your field.

The online form will ask you to provide a summary of this previous research report (max. 1,500 characters including spaces). This summary will be easily accessible to all members of the selection committees throughout the various selection phases and you are advised to draft it with care.

### Bibliography (see Appendix 2)

You should make sure your publications can be accessed by those evaluating your application.

A letter of acceptance from the journal's editor is required for research papers that have been accepted by a peer-review board or editor but have not yet been published. If you have articles under consideration, you may list them under the heading "R - Other" and you must provide written confirmation from the editor. Current research not yet formally accepted can be listed under the heading "M - Working papers, published in a working papers series".

### Five-year research project (max. 20,000 characters including spaces, excluding bibliography)

Your research project, to be formatted as you wish, must cover a working period of about 5 years. The project must be carefully drafted and referenced (include a bibliography). It does not need to be directly linked to your previous research, but you must consider the necessary elements for its implementation:

- Originality: present the topic and research questions clearly, and show how the envisaged research is innovative and original. Describe how the project relates to current debates and research questions, along with its anticipated contributions
- Feasibility: present the research approach you propose to implement: the sources and data you intend to use, the methods of analysis envisaged, what collaborations you may consider, the investment needed, and a prospective 5-year timetable
- Relevance to INED's research objectives: describe how the project fits with or links to INED's existing projects. Specify the team(s) with which you intend to develop the project and why
- Anticipated extensions to this project in the longer term.

Any research project should have a sound basis (associated with the applicant's experience of project leadership) and may involve a degree of risk: you can describe these two elements separately, distinguishing the work that has already been done from what is more uncertain. If any difficulties are anticipated, explain how you intend to tackle or overcome them.

The online form will ask you to provide a summary of this research project (maximum 1,500 characters including spaces). This summary will be easily accessible to all members of the selection committees throughout the various selection phases and you are advised to draft it with care.

### **Checklist of key points to be highlighted in your application**

The list below provides a summary of the key points that applicants should highlight in their application. It should not be regarded as a list of compulsory points to include but as a check-list to help applicants with their submission. The priority given to each of these points is discussed and determined by the preliminary selection committee.

#### **Applicant's compatibility with INED's research objectives/Applicant's suitability to the requirements of the post, if applying for a priority post**

##### **General requirements**

- Experience in population research
- Expertise in quantitative analysis techniques
- Ability to present and discuss own research, in writing and orally
- Level of written and spoken English
- Ability to engage in multidisciplinary work as part of a team

##### **Research Experience**

- Quality of research production within the discipline and contribution to progress in this field
- Range of experience (surveys, fieldwork, experience in other organizations, fellowships at foreign universities or research centres, etc.)
- Coherence of professional and scientific career
- Development of research instruments (surveys, databases, programming, methods, etc.)
- Involvement in training through research and teaching
- Collaborative work and membership of national or international networks

##### **Research Project**

- Originality, innovation, position compared to existing literature
- Feasibility, ability to assess risk

##### **Contribution to the dissemination of research findings and scientific culture**

- Expert consultancy (studies, advice, public policy support), and the transmission and dissemination of research findings and scientific culture across the population.
- Open access availability of research findings (publications, data, codes and other products)

##### **Promotion and organization of research and tasks of collective interest**

- Promotion of research (organization of scientific events, involvement in daily life of laboratory/unit, etc.)
- Editorial work (leader or member of peer-review board, reviewer, etc.)
- Management, coordination or promotion of projects, networks, teams, etc.
- Assessment activities (projects, competition panels, etc.)
- Membership of committees, public bodies, scientific councils, working groups, etc.

### **Contacts**

If you would like to, you can contact the research unit heads or senior researchers at INED (excluding members of the selection committees), based on your research interests, for any relevant information about the position, working environment, etc., to help prepare the scientific part of your application.

For further information, you can contact the *Bureau des concours chercheur-es*: [concours-promotion-chercheurs@ined.fr](mailto:concours-promotion-chercheurs@ined.fr) tel. +33 (0)1 56 06 20 09 / +33 (0)1 56 06 20 51

INED, Bureau des concours, 9 cours des Humanités, CS 50004, 93322 Aubervilliers cedex France

## APPENDIX 1: Required Documents

The documents listed below are mandatory and you will be asked to upload them via the online application form. All incomplete applications will be rejected.

If you submit documents that have not been requested, the selection committee will decide whether or not these documents can be taken into consideration.

**Applicants should pay particular attention to the naming conventions defined for the documents to be uploaded in support of their application (SURNAME\_First name\_Type of document).**

⇒ Applicants who have held a tenured research position for at least three years within a French research institute

- Copy of the decision appointing the applicant as a tenured researcher

⇒ Applicants who have not held a tenured research position within a French research institute but have a French educational qualification

- Copy of the qualification required to apply for the position of Senior Researcher, Category 2.
- Work certificates and/or other official proof of 8 years' employment within a research post
- Chronological list of research positions held, providing evidence of 8 years' professional research work

⇒ Applicants with a foreign university qualification

- Request for recognition of equivalence of a foreign university qualification
- Copy of the qualification required to apply to the position of Senior Researcher, Category 2
- Translation into French of the foreign PhD certificate, done by a sworn translator<sup>1</sup>
- Work certificates and/or other official proof of 8 years' employment within a research post
- Chronological list of research positions held, providing evidence of 8 years' professional research work

⇒ For applicants requesting recognition of equivalence based on research production

- Request for recognition of equivalence based on research production
- Copy(-ies) of the applicant's qualification(s)
- Work certificates and/or other official proof of 8 years' employment within a research post
- Chronological list of research positions held, providing evidence of 8 years' professional research work

⇒ For applicants with a qualification exemption

- For mothers or fathers who have raised three children: copy of official family record book
- For elite athletes: copy of the sports ministry decree

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<sup>1</sup> Mandatory under regulations for competitions for French civil service employment, Article 1, Decree no. 2007-196 of 13 February 2007. If the foreign qualification is in French, you are not required to use a translator.

☐ **Curriculum vitae**

- Higher education qualifications with title, school or university, location and year
- Current position
- Research-related employment history, with start and end dates, role, type of remuneration (salary, scholarship, allowance, temporary employment, contract, etc.), and establishment (specifying whether it is a French, foreign or international)
- Teaching experience
- Research promotion and involvement in collective interest tasks
- Other scientific activities

☐ **Report on previous research work (max. 20,000 characters, including spaces, excluding bibliography)**

☐ **Bibliography** (see Appendix 2)

Enclose an acceptance letter from the editor or peer-review board at the end of the list if any article or book has not yet been published.

☐ **Five-year research project (max. 20,000 characters, including spaces, excluding bibliography)**

☐ **Five of your most significant publications**

## APPENDIX 2: Presentation of publications

Your bibliography must be **numbered in reverse chronological order** (starting with the most recent) and **classified by type of publication**.

For each article, applicants must indicate:

- The names of all authors, in the order published;
- Date of publication
- Full title
- Name of journal and issue number
- Page numbers

Example:

Razafindrakoto M., Roubaud F., 2005. "Les multiples facettes de la pauvreté dans un pays en développement : le cas de la capitale malgache", *Economie et Statistique*, 383-384-385, pp. 131-155.

In the case of a book chapter, please indicate:

- The names of all authors, in the order published
- Date of publication
- Chapter title
- Book title
- Scientific editor(s) of the book, where applicable
- Publisher
- Place of publication
- Page numbers

Example:

Courgeau D., 1985. "Effet de déclarations erronées sur une analyse de données migratoires", in *Migrations internes, Collecte des données et méthodes d'analyse*, Chaire Quételet' 83, Cabay, Louvain-la-Neuve, pp. 150-155.

Bessis S., 1996. "La féminisation de la pauvreté", in *Femmes du sud, chefs de famille*, J.Bisilliat (ed.), Karthala, Paris, pp. 49-57.

Laslett P., 1977. *Family Life and Illicit Love in Earlier Generations*. Essays in Historical Sociology, Cambridge/London/New York, Cambridge University Press, 270 p.

### **CLASSIFICATION OF PUBLICATIONS:**

- A- Theses, *mémoires d'habilitation* (dissertation for accreditation to supervise research)
- B- Books (author or co-author)
- C- Books (editor or co-editor)
- D- Journal special issues (editor or co-editor)
- E- Book chapters
- F- Articles in indexed journals (in databases such as Web of Science, Scopus, ERIH, JournalBase or in journal lists provided by the HCERES)
- G- Articles in other scientific journals
- I- Articles in journals of debate
- J- Dictionary entries
- K- Book reviews
- L- Popular science articles
- NB: This section would include Population & Societies, INSEE Première, Note rapide de l'IAURIF, Etudes et résultats and similar.
- M- Working papers, published in a working papers series
- N- Reports for funding bodies or supervisory ministries
- O- Daily press and magazine articles
- P- Posters
- Q- Papers at scientific meetings
- R- Others

NB: This section would include the following types of publications:  
Software, Patents, Data, Data Management Plans, Research Protocols

Review reports and assessments produced through an open-peer review process  
Calls for contributions/papers  
Teaching materials  
Platforms (set of data, tools and structures made available via a web interface or API)  
Blogs and websites, films and soundtracks  
Others