

Guide for applicants

External competition for tenured research scientists

(Chargé de recherche de classe normale)

Bureau des concours chercheur·e·s

Service des ressources humaines

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INED

The French Institute for Demographic Studies (INED, *Institut national d'études démographiques*) is a scientific and technological public institute, employing about 250 people, including more than fifty permanent researchers.

A multidisciplinary research approach

INED's broad approach to demography draws on a wide range of disciplines, including sociology, economics, history, geography, anthropology, statistics, medicine and epidemiology. The Institute's cutting-edge research examines a wide range of demographic events and processes —marriage, fertility, mortality, internal and external migration—, including their measurement, causes and consequences. Our research is located both within the French context as well as internationally. The Institute has network of national and global partnerships and participates in research projects across the global North and South.

Research relevant to societal issues

The current and future demographic trends have numerous economic and social implications; this calls for the analysis of new research topics: new families forms (LGBT, non-cohabiting, transnational families, etc.), environmental issues, the causes and consequences of our longer lifespans, temporary migrations, forced population displacements, etc. The analysis of demographic processes is not static, and continues to evolve: new topics are studied, new datasets become available, new methods are developed. INED's multidisciplinary approach is at the forefront of these innovations and offers insights to a better understanding of populations and societies.

INED is a world-leader in the advancement of scientific knowledge in all these areas. We also lead in the production of unique data that enrich public statistics, are made available to the wider scientific community, and are translated for and disseminated to the general public.

The research conducted at INED enhances our knowledge of social phenomena, provides an unbiased view of sensitive topics, and can thus guide public policy. Thanks to its reputation and research expertise, INED is perfectly placed to act as an interface between society and the research community.

Working as a researcher at INED

The post on offer is for a full-time tenured research scientist. An INED researcher's main activities include:

- scientific production: data and analyses;
- dissemination of results: articles, books, participation in conferences and seminars;
- engagement with non-academic audiences : articles, talks for the lay public;
- professional and research community activities: organization of research events, editorial and peer-review activities, participating in selection panels, etc.

INED researchers are free to define their own research topics in line with INED's strategic priorities and within their research unit's projects. They have access to INED's financial resources for their research production and dissemination, and are assisted by several support departments: surveys, statistical methods, IT, documentation, international relations, and communication departments, as well as a publishing house. They are eligible for regular methodological and language training courses. As French is the main language of daily life at INED, French lessons are provided for non-French-speaking researchers.

Alongside academic activities, researchers take part in research-led training, particularly of doctoral students. They may also teach at universities for additional remuneration. As their career progresses, they will manage teams, lead research projects, including statistical surveys, and engage more widely in the research community.

How research is organised at INED

Researchers at INED are affiliated to one or two research units. There are ten research units at INED, as well as a survey unit running the Elfe cohort (<https://www.ined.fr/fr/recherche/equipes-recherche/>):

- 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 populations [UR11]
- Trajectories and territories [UR12]
- Sexual and reproductive health and rights [UR14]
- Demography of South populations [UR15]

Three methodological and thematic research poles connect researchers and research engineers across these units around specific research questions.

INED's organization chart is available here: <http://www.ined.fr/fr/institut/qui-sommes-nous/organisation/organigramme/>

Remuneration and promotion

Researchers are classed as Category A civil servants. Their salary increases regularly along a payscale, depending on their previous research experience (including doctoral and post-doctoral studies) and their seniority at INED.

The baseline monthly pre-tax remuneration is €2,221 (before previous experience is taken into account, a process which happens at the end of the first probationary year).

Scale point	1	2	3	4	5	6	7	8	9	10
Gross index	559	607	672	725	781	848	908	948	991	1027
Period	1 y	2 y	2 y 3 m	2 y 6 m	2 y 6 m	2 y 6 m	3 y	3 y	2 y 9 m	
Gross salary	€2,221	€2,390	€2,624	€2,812	€3,013	€3,247	€3,463	€3,604	€3,763	€3,889

After 3 years in post, researchers are eligible to apply to the senior researcher (*directeur de recherche*) competitions.

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

Researchers may also accept additional remuneration when engaging in teaching or scientific consultancies outside INED, according to the civil service cumulative remuneration rules.

ELIGIBILITY TO APPLY

Academic requirements

To be eligible to apply, the applicant must satisfy one of the following conditions:

1) Hold one of the following:

- doctoral degree, as defined in article L. 612-7 of the French education code;
- *Doctorat d'État*;
- doctoral degree in engineering sciences;
- post-graduate diploma in odontological sciences (DERSO);
- post-graduate diploma in human biology (DERBH);
- foreign university degree considered as equivalent to one of the above qualifications by the INED Evaluation Committee (see the section on "equivalence phase" below).

The applicant must mandatorily have defended their PhD before the long-listing selection phase (phase 4, see below).

or

2) Provide proof of other relevant qualifications or of scientific productions that can be considered as equivalent to the above qualifications by the Evaluation Committee.

Candidates holding a diploma other than those mentioned in the first point (for example, candidates holding a degree in medicine/pharmaceutical sciences/veterinary) must request an equivalence based on their scientific production.

Particular cases: Qualification requirements may be waived for mothers or fathers who have brought up at least three children and for elite athletes.

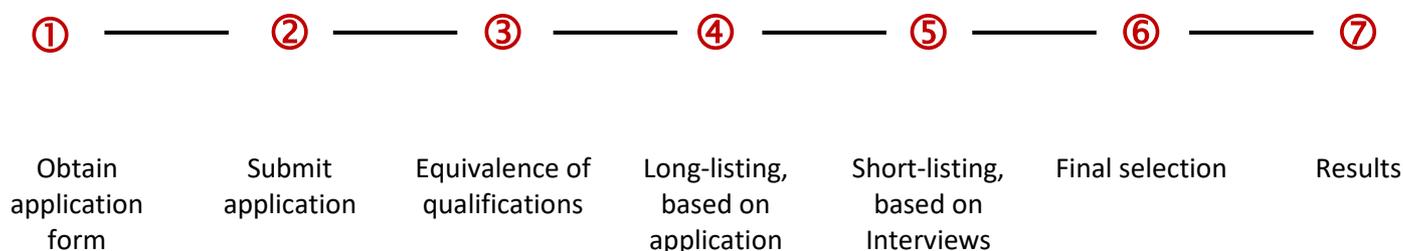
Age, gender and nationality requirements

There are no age, gender, or nationality restrictions.

COMPETITION PROCEDURE

The competition comprises two application phases followed by four examination and selection phases: an equivalence phase, a long- and short-listing phase by the Evaluation Committee (the first based on the written application file, the second on interviews), and a final ranking by the Selection Committee (based on the candidate's application and the previous committee reports).

Competition stages



The competition timetable is posted on the INED website:

<https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>

① Obtaining the application form

- The application form may be obtained solely during the period shown (between the competition opening and closing dates).
- You may download the application form in French or English from the opening date.
In French: <https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>
In English: <https://www.ined.fr/en/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>
- You may also obtain the application form in person at INED from the *Bureau des concours chercheur-e-s* (office hours on the website) or request it by post.

② Submitting the application

- The application may be submitted solely during the period shown (between the opening and closing dates).
- A hard-copy of the complete application must be submitted to INED by the closing time and date:
 - either in person at INED at the *Bureau des concours chercheur-e-s* (office hours on the website)
 - or by post to the same address, date as per postmarked (i.e. the application can be sent until the day of the deadline).
- The closing time and date are given in the competition decree and on the website: <https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>
- A complete application must include all the documents listed in Appendix 1 (if possible on one-sided paper). See the section "Preparing your application" below for the scientific part.

IMPORTANT

All applications with postage due will be rejected.

③ Equivalence

- You can request an equivalence of your qualification if:
 - you have obtained your doctorate from a foreign university,
 - you have obtained a diploma other than the ones mentioned above under point (1) of the “Academic Requirements” section, and you can show proof of an adequate scientific production.
- Your equivalence request will be examined by the Evaluation Committee.
- You will be informed by post if your equivalence is not granted.

④ Long-listing, based on the written application

The Evaluation Committee, which examines the applications, includes six INED researchers and six external leading scientists appointed by the INED Director. The list of Committee members is available here:

<https://www.ined.fr/fr/institut/qui-sommes-nous/organisation/instances/commission-evaluation/>

- Two rapporteurs, one internal and one external, are randomly assigned to each application.
- After examining and discussing the applications, the Committee draws up a long-list of applicants eligible to continue the competition.

⑤ Interview and short-listing

Call for interview

- If you are long-listed, you will receive by post and email an invitation with all the necessary information (date, time, place, and guidelines).
- The interview dates are also posted on the INED website.

IMPORTANT

It is your responsibility to find out the precise date and place of your interview. INED cannot be held responsible for failure to receive the invitation.

Request to change time or date of interview

- Candidates will be interviewed in alphabetical order, beginning with a randomly chosen letter.
- If you cannot attend the interview at the time or date on the invitation, you may request a change by specifying the reason you cannot attend. INED will endeavour to accommodate your request, but reserves the right not to.

IMPORTANT

Any request for a change in time or date must be emailed before the date stated on your invitation to pascale.obame@ined.fr. Please propose alternative timings within the interview period (the interview dates can be found on the INED website). No requests can be examined after this time.

Travel expenses for interview

- Travel expenses for applicants not residing in the Ile-de-France region will be covered by INED.

Interview

- The Evaluation Committee interviews the long-listed applicants.
- The interview will be of the same length (45 or 60 minutes) for all applicants, you will be informed of the length of interview in advance by post. Your presentation should include a summary of your academic

background, a presentation of your most original research work, and of your proposed INED project (lasting 20 minutes in total). It will be followed by an exchange with the Evaluation Committee.

- You can choose to present either in French and/or English, during both your presentation and the question and answer session. If you choose to speak in English only, questions will also be addressed to you in English.
- The content of the interview is further described below in the “Preparing your application” section.

The short-list

- After the interviews, the Evaluation Committee will discuss and establish a short-list of applicants, in order of merit, and submit a report on each shortlisted candidate to the Selection Committee.

⑥ Final selection

The Selection Committee comprises a chair and eight members:

- a) The Director of INED or their representative chairs the selection meeting;
- b) Four members of INED’s Scientific Board, proposed by the Scientific Board 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 posted here: <https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>.

- The Selection Committee designates the successful applicant(s) based on the following documents:
 - the candidate’s written application;
 - the minutes of the Evaluation Committee meeting,
 - a report on the applicant written by the Evaluation Committee.

The ranking established in the short-list may be amended following the meeting of the Selection Committee, which will take into account INED’s research priorities as well as the quality of each candidate. The Selection Committee may choose to establish a waiting list.

If the short-list contains fewer candidates than the number of positions open in the competition, the Director may decide to postpone filling all or some of the posts to one or more later competitions.

⑦ Results

The lists of long- and short-listed applicants are posted at INED and on its website:

<https://www.ined.fr/fr/institut/nous-rejoindre/recrutement-concours/concours-chercheur-e-s/>.

All applicants receive a letter informing them of their own result.

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

The successful applicant who accept the position is initially appointed by the Director of INED as a trainee for a probationary period. The Director allocates them to one or more research units within INED.

To be appointed the applicant must:

- be in full possession of their civic rights;
- not have a criminal record;
- satisfy the medical fitness requirements for the position;

- be in full compliance with immigration laws;
- have completed, or be exempted from, their country's national service obligations.

Applicants on the waiting list may only be appointed, by decision of the Director of INED, to replace a candidate from the main list who cannot be appointed or if a new vacancy occurs during the period between the two competitions.

If the opportunity arises of appointing 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 is completed and before the beginning of July of the competition year, applicants may contact the chair of the Evaluation Committee to obtain information about the strengths and weaknesses of their application.

Return of the USB key

Two months after the completion of the competition, INED will return by post the USB keys sent with their application to the candidates.

A researcher's first 12 months at INED are a probationary period. A researcher scientist is granted tenure subject to the approval of the relevant assessment body at the end of this period.

The probationary period may be extended once, for a maximum of a further 12 months, subject to approval by the relevant assessment body and a joint administrative-peers committee. After consultation with the joint administrative-peers committee, any staff on probation who is not granted tenure at the end of their probationary period may either return to their original *corps* or is dismissed.

PREPARING YOUR APPLICATION

Scientific file

Summary sheet

Pay close attention to your “summary” sheet. This is the overview that all evaluation and Selection Committee members can easily consult during the various admission phases.

Research activity report (maximum of 20 000 characters, spaces included, bibliography excluded)

In describing your previous research, remember that committee members want to clearly grasp your research interests. Emphasize your personal contribution to your research field(s). As you already include your CV, there is no need to repeat information provided there, but you can provide more details.

You may summarize your research as you wish, either chronologically or by topic: the important thing is to clearly show what motivated your research and your choice of methods, to present your main findings, and to highlight what you have contributed to the literature as compared to existing research.

The Evaluation Committee comprises leading scholars from a variety of disciplines, so you must be clear and avoid any disciplinary jargon. Remember that not all those evaluating your application are specialists in your field.

For each research work you present, specify the context within which the research project was carried out (e.g. collaboratively; within a funded project, etc.), whether it has been published, and its take-home message. If the work was collaborative, clearly identify your personal contribution and responsibilities.

Also describe how you took part in the life of the research community and of the teams you belonged to by setting out your engagement in collective tasks.

Bibliography

Research papers that have not been formally accepted by a peer-review board or publisher cannot be considered as publications. A letter from the journal’s editor is required for any publications accepted but not yet 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. Your current research may be made available to the committee if it is published as a working paper.

Research project (maximum of 20 000 characters, spaces included, bibliography excluded)

The research project, to be formatted as you wish, must be a medium-term project 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:

- Innovation: present the motivation and research questions clearly, and show how the envisaged research is innovative and contributes to the literature. Show how the project relates to the existing literature and what its expected contributions are;
- 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 with which you intend to develop the project and why;
- What extensions you envisage for this project in the longer term (roughly half a page).

Any research project should have a sound basis (according to the applicant’s experience of project leadership) and may imply a degree of risk: you can clearly describe these two elements separately, putting forward and distinguishing what has already been done from what is more uncertain and why. If any difficulties are anticipated, explain how you intend to tackle them.

Contacting INED researchers

For questions relating to the scientific part of the application, candidates can contact the research units' coordinators, according to their research interests. They will be able to answer questions on the position, their research unit, working conditions etc..

For any questions relating to the administrative part of the application, candidates can contact the « Bureau des concours chercheurs »: Pascale Obame, telephone: +33(0)1.56.06.20.72, pascale.obame@ined.fr.

The contact details of the research units' coordinators are given below:

Fertility, families and couples [UR03]: Arnaud Régnier-Loilier arnaud.regnier-loilier@ined.fr

Gender, sexuality and inequalities [UR04]: Michel Bozon booz@ined.fr and Stéphanie Condon condon@ined.fr

Mortality, health and epidemiology [UR05]: Carlo-Giovanni Camarda carlo-giovanni.camarda@ined.fr and Aline Desesquelles alined@ined.fr

Housing, spatial inequalities and trajectories [UR06]: Joanie Cayouette-Remblière joanie.cayouette-rembliere@ined.fr

International migrations and minorities [UR08]: Cris Beauchemin cris.beauchemin@ined.fr

Economic demography [UR09]: Carole Bonnet carole.bonnet@ined.fr

History and populations [UR11]: Lionel Kesztenbaum lionel.kesztenbaum@ined.fr and Christine Théré there@ined.fr

Trajectories and territories [UR12]: Alain Blum blum@ined.fr

Sexual and reproductive health and rights [UR14]: Élise de la Rochebrochard roche@ined.fr

Demography of southern populations [UR15]: Géraldine Duthé geraldine.duthe@ined.fr

Oral presentation if selected for interview

If your application is selected in Phase ④, you will be called for an interview. The purpose of the interview is to assess the quality, originality and contribution of your research, your ability to present and discuss your work, the relevance and feasibility of your project. It allows examining more closely your research experience and proposed project, as well as to evaluate your ability to integrate into INED, work within a research team, and your potential for progression and adaptation.

The first part of the interview lasts 20 minutes, during which you will present your past career, previous research, and your proposed research project. The second part involves an exchange with the Evaluation Committee members. They will interact with you to enable you to provide more information about your experience, past research and proposed project.

Assessment criteria

General criteria

- Applicant's compatibility with INED's scientific objectives
- Applicant's suitability to the requirements of the post, if applying for a priority post
- Ability to present and discuss own research, in writing and orally
- Professional and research experience, variety of experiences (fieldwork, surveys, having worked within different research teams and centres, participation in research projects, teaching, international experience)
- Written and spoken English
- Expertise in quantitative analysis techniques
- Willingness to take on responsibilities, leadership, organization of scientific events
- Ability to engage in multidisciplinary work

Criteria for scientific file

- Quality of research production within discipline: contribution to literature, at the cutting-edge of their field
- Development of research instruments (surveys, databases, programming, research methods, etc.)
- Engagement in population studies research

Criteria to assess the project

- Academic quality and relevance of the project with respect to INED's scientific priorities
- Project feasibility, ability to assess risks
- Innovativeness of the project

Contact

For any further information, please contact the *Bureau des concours chercheur-e-s*, Mrs Pascale OBAME, tel: +33 (0)1.56.06.20.72, pascale.obame@ined.fr

INED, Bureau des concours, 133 boulevard Davout 75020 Paris (until 19th December 2019) / 9 cours des Humanités, CS 50004, 93322 Aubervilliers cedex (from 26 December 2019)

APPENDIX 1: Documents to include in application

Complete applications must include all forms, documents and supporting documents listed below. Incomplete applications will not be accepted.

If the candidate encloses documents not requested in the list below, the Evaluation Committee will choose whether to consider them.

1. Administrative file

Sheet 1: Application request

Qualifications or degrees

Applicants with a French qualification	Applicants with a non-French university qualification
Copy of qualification required to apply for the position of research scientist (award or a certificate attesting all requirements have been met).	Sheet 2: request for equivalence of foreign university qualification
Dissertation defence report (if this report is not available before the competition closing date, you may send this report up to the first Evaluation Committee meeting ④)	Copy of the qualification required to apply for researcher position
	Translation into French of the foreign PhD certificate by a certified translator ¹
	If such a document is issued, dissertation defence report or its equivalent

⇒ For applicants requesting equivalence based on other qualifications or research production

Sheet 3: request for equivalence based on other qualifications or research production

Copy(ies) of applicant's qualification(s)

Written evidence of research production

⇒ For applicants currently defending a dissertation

Sheet 4: request for admissibility to apply

Copy(ies) of applicant's qualification(s)

After dissertation defence and before the beginning of phase ④:

Certificate of success (translated into French by a certified translator)

Dissertation defence report, if this document is issued.

⇒ For applicants with a qualification waiver

For mothers or fathers who are raising or have raised at least three children: Copy of official family records book.

For elite athletes: Copy of sports ministry decree.

¹ Mandatory under regulations for competitions for French civil service employment, Article 1, Decree n° 2007-196 of 13 February 2007. If the foreign qualification is in French, you are not required to use a translator.

2. Scientific file

Sheet 5: Summary sheet

Curriculum vitae

- Higher education qualifications with title, school or university, place and year;
- Current position;
- Start and end dates of research employment, the roles and activities carried out, and type of remuneration (salary, scholarship, allowance, temporary employment, contract, etc.) and establishment (specifying whether French, other national or international);
- Teaching experience;
- Research community and general interest activities.

Summary of previous research experience, from start of career (maximum of 20 000 characters, spaces included, bibliography excluded)

Bibliography (see Appendix 2)

At the end of your bibliography, list your thesis and the two publications you are submitting in your application and briefly explain your choice.

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 (maximum of 20 000 characters, spaces included; bibliography excluded)

PhD thesis

Two of your most significant articles or books

Provide the thesis and these two documents preferably on a USB memory stick (or three hard copies). Ensure that the memory stick contains all the files and that these are not damaged or corrupted.

Special cases:

Candidate who do not yet have any publications can provide two finalized working documents.

Candidates requesting equivalence of their titles or scientific production or who are exempt from academic requirements must provide three articles or books.

3. Optional documents

An electronic copy of the scientific part of your application, in PDF format on USB key

2 self-addressed unstamped envelopes

Please immediately inform the *Bureau des concours chercheur-e-s* if your address changes after you submit your application.

Sheet 6: Consent to publish competition results online

If you do not send the consent form to INED, or if you do not fully complete or sign it, your last and first names will not be posted online.

APPENDIX 2: Presentation of publications

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

For each article, you must include:

- names of all authors, in the published author order;
- date of publication;
- full title;
- name of journal and issue number;
- page numbers.

Example:

Mazuy M., Barbieri M., d'Albis H., 2014, "Recent demographic trends in France: the number of marriages continues to decrease", *Population, English Edition*, 69(3), pp. 273-322.

In the case of a book chapter, please indicate:

- names of all authors, in the published author order;
- date of publication;
- chapter title;
- book title;
- if applicable, the scientific editor(s) of the book;
- publisher;
- place of publication;
- page numbers.

Examples:

Childs G., Goldstein M. C., Wandgui P., 2013, "Balancing people, policies and resources in rural Tibet", in Brondizio E. S., Moran E. F. (eds.), *Human-Environment Interactions: Current and Future Directions*, Dordrecht, Springer, pp. 53-77.

Bessis S., 1996. "La féminisation de la pauvreté", in *Femmes du sud, chefs de famille*, J.Bisilliat (ed.), Karthala, Paris, p.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, dissertations, *habilitation* theses

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 peer-reviewed journals (as referenced in databases such as Web of Science, Scopus, ERIH, JournalBase or journal lists provided by the HCERES)

G- Articles in other scholarly journals

I- Articles in journals of ideas

J- Dictionary entries

K- Book reviews

L- Popular science articles

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 given to academic conferences

R- Other

N.B. Section "L- Popular science articles" includes *Population & Societies*, *INSEE Première*, *Etudes et résultats* and similar.