



JOB DESCRIPTION

Scientific Project Assistant

JOB OVERVIEW

- **Functions:**

The Scientific Project Assistant will work under the authority of the Head of the IRECA branch in Tbilisi. They will assist in scientific programming, logistics, and the promotion/valorization of the branch's activities.

- **Organizational Position:**

The French Research Institute on Eastern Europe, the Caucasus, and North Asia (IRECA) is a French research institute abroad (UMIFRE) established in 2025, dedicated to supporting and developing research in the humanities and social sciences in the region.

The Tbilisi branch covers Georgia, Armenia, and Azerbaijan. It is located at 45G Merab Kostava Street, Tbilisi, Georgia. The position will begin during the initial development phase of multidisciplinary research activities, promotion, and scientific outreach.

KEY INFORMATION

- **Start Date:** As of October 15, 2026
- **Application Deadline:** September 30, 2026

MAIN MISSION

- Participate in organizing scientific events and research projects under the authority of the Head of the IRECA branch and in coordination with participating researchers;
- Contribute to the promotion and dissemination of these projects;
- Assist in the administrative and budgetary management of IRECA.

KEY RESPONSIBILITIES AND ACTIVITIES

- Handle the logistics for scientific events and mobility missions for researchers;
- Assist in managing scientific cooperation projects, particularly regarding administrative tasks;
- Update the Tbilisi branch webpage on the IRECA website;
- Post news and updates on the branch's social media platforms;
- Contribute to drafting a multilingual newsletter;
- Translate working documents into Georgian;
- Monitor the IRECA branch budget in coordination with the Institut Français.

REQUIRED COMPETENCIES

Knowledge

- Familiarity with humanities and social sciences research in Georgia;
- Georgian language: Excellent command (Native speaker or C2 level);
- English language: C1 level minimum;
- Proficiency in French would be an asset.

Operational Skills

- Event organization and monitoring of publications;
- Management of websites, social media, and newsletters;
- Excellent organizational and communication skills;
- Strong adaptability, autonomy, and availability.

Education

- Master's degree.

CONTRACT & WORKING HOURS

- **Contract Type:** Fixed-term contract for 6 months, renewable subject to conditions;
- **Working Time:** Part-time (20 hours / week);
- **Workplace Mode:** 100% On-site.

APPLICATION PROCESS

Applications (Cover Letter + Curriculum Vitae), imperatively written in English or French, must be sent by the deadline to the following email addresses:

-  jean-guillaume.adam@institutfrancais.ge
-  silvia.serrano@ireca.net