



World Values Survey Association seeks a Part time administrative assistant to Stockholm, Sweden

World Values Survey is one of the world's leading social science survey organisations. The WWSA is a non-profit organisation with its seat at the Institute for Futures studies in Stockholm, Sweden. Each country taking part in the work is represented by a *Principal Investigator*. The structure is a networked organisation and most of the communication occurs via the Internet. The WWSA is governed by an Executive Committee. We are seeking a person who is prepared to work with many different wills. All communication will be in English. The person we are looking for will be placed at the Institute for Future studies in the very centre of Stockholm. It is a research intensive and highly international environment.

The main purpose of this work is to assist the secretariat in administrative matters including maintaining the web site, the Facebook and the Twitter accounts, organising events, editing the Newsletter and other documents. Fund-raising is a substantial part of our work and the person we're seeking will also be asked to assist in this work (complete the forms, submit the paperwork and follow up on behalf of the association). Key persons will be the Secretary General who is also based at the secretariat in Stockholm, the President, who is based in Aberdeen, Scotland and the Treasurer, who is based in Cambridge, USA and Sydney, Australia.

Necessary professional qualifications and experience is:

- Good organisational capacity
- Fluent in written English and some familiarity with other common languages
- Good communication and editing skills
- Complete knowledge of the office software, especially Excel
- Some experience and skills with web-editing and design
- Experience of maintaining accurate financial accounts
- Experience of organizing workshops, conferences, and similar events

The personnel requirements will be to have a capacity to work with people from all over the world. Curiosity and an open, friendly attitude are assets.

The person we are seeking should be able to start early next year. In the recruitment process we will interview via Skype. To begin with, this position will be until 1 August 2014, with a possibility of prolongation.

Those seeking to apply for this position should apply by the deadline of **5th December 2013**:

- A covering letter, with an expression of interest and note about availability
- A curriculum vitae
- A recent writing sample (in English)

Materials should be sent to: bi.puranen@iffs.se or Bi Puranen, Institute for Futures Studies, Box 591, SE-101 31 Stockholm, Sweden.

For further questions, please contact Bi Puranen at bi.puranen@worldvaluessurvey.org or +46 705 721 721.

The World Values Survey Association is an equal opportunities employer.