

RSO2025 – Vacancy to establish reserve list for Science Officer

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This Ad is for a vacancy to establish a reserve list for Science Officer

COST

COST – European CO-operation in Science and Technology – provides networking opportunities for researchers and innovators to strengthen Europe's capacity to address scientific, technological and societal challenges. There are three strategic priorities: promoting and spreading excellence, fostering interdisciplinary research for breakthrough science, and empowering and retaining young researchers and innovators. COST implements its mission by funding bottom-up, excellence-driven, open and inclusive networks for peaceful purposes in all areas of science and technology.

The COST Association is an international non-profit association based in Brussels with a membership of 43 European countries. It draws its funding from the EU Framework Programme for Research and Innovation, Horizon Europe, through Specific Grant Agreements signed under the umbrella of a Framework Partnership Agreement with the European Commission.

Position Responsibilities

The Science Officer's primary responsibility is the implementation of the proposal submission, evaluation, selection and approval (SESA) procedure, as well as supporting the monitoring and final assessment of COST Actions. It is the Science Officer's responsibility to follow-up and support the COST Actions by catalysing and supporting researchers, promoting inter-disciplinary research collaboration in a multi-disciplinary and multicultural environment across Europe and beyond. The Science Officer reports directly to the **Head of Science Department**.

This position will involve:

- Organising and executing the submission, evaluation, selection and approval procedure for new COST Actions;
- Implementing, managing and supporting approved Actions covering multiple Science and Technology fields;
- Gathering relevant information to identify results and outcomes and promoting the impact of COST Actions;
- Liaising with COST Review Panels while providing them administrative and scientific support;
- Liaising with the COST Scientific Committee while providing them administrative and scientific support;
- Taking responsibility for the management of the relevant budgets;
- Ensuring quality control and best practice;
- Maintaining an up-to-date knowledge and awareness of relevant scientific, research, and technology policy developments;
- Delivering and preparing quality briefings and reports when requested;
- Participating and actively contributing to the development of conferences, events, and workshops;
- Representing the COST Association in external meetings in Brussels and abroad, as requested;
- Providing Business Analysis support for the implementation of new tools and the re-engineering of existing tools, aiming at increasing Customer Satisfaction and operational efficiency;

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- Fulfilling other responsibilities and tasks as necessary for the Science Operations Unit, as mandated by the Head of Science Operations;
- Fulfilling other responsibilities and tasks in the interest of the COST Association, as mandated by the Head of Science Department or by the COST Association Director.

Profile and Competencies

Candidates should demonstrate the following competencies:

EDUCATION & EXPERIENCE

This job opening is not for researchers positions, but for candidates who have got recognised 5-8 years experience in proposal's submission, evaluation, selection and approval of projects.

- PhD or at least four years of full-time equivalent research experience, and with a minimum of 5 additional years of experience in science and technology fields - All scientific background is welcomed, backgrounds in biology and chemistry is a plus;
- Recognised 5 to 8 years of experience in the evaluation and management of research projects, project monitoring and general science management;
- Experience in academic or not-for-profit environment.
- Knowledge of the European and national research structures and institutions;
- High standard of spoken and written English, knowledge of other European languages is beneficial.

SPECIFIC COMPETENCIES

- Experience with working in a science or technology environment (research background or knowledge appreciated);
- Familiarity with science and technology outreach activities ;
- Good understanding of financial management and administration;
- Good interpersonal and networking skills at international level;
- High standard of working knowledge of MS Office systems, use of electronic data bases and Web sites.

OTHER COMPETENCIES

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines
- Organized with the ability to prioritize and multi-task and work under pressure
- Reliable with patience and professionalism
- Team-orientated work ethic
- Customer focus
- Flexibility and adaptability to changing workloads
- Action-oriented, responsible, and self-managed, creative and willing to take initiatives and continuous improvement minded
- Good inter-personal and communication skills within a multi-national context, including diplomacy, discretion, and confidentiality
- Positive and constructive attitude in an evolving environment

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The COST Association offers

- A full-time permanent contract under the Belgian law
- A European working environment located in Brussels
- **Unless a national of the ‘EU and EEE’, candidates must be eligible to work in Belgium. If a non-EU/EEE candidate is selected, a residence and work permit would be requested by the COST Association to the Belgian authorities, subject to their approval. More information can be found on the following link: <https://economy-employment.brussels/single-permit-other-cases>**
- Flexible working hours – 37,5 hours per week – 7,5 hours per day
- Gross monthly salary as from 4600 EUR to 5750 EUR – depends on the candidate’s experience – Salary based on Belgian law (social security and taxes).
- Meal vouchers 8 EUR net per worked day – contribution employee EUR 1,09 net per day (vouchers not granted for absences like holidays and sicknesses)
- Transport costs reimbursed according to the legal prescriptions
- Joint Committee (commission paritaire) 337 – private sector
- Company closed from 24/12 until 02/01 included – salary paid but no meal vouchers granted
- Group insurance and hospitalization insurance - fully paid by the employer
- 20 days legal holidays per year (if the employee has worked a full year in Belgium the previous year – based on Belgian law) + 2.5 days extra-legal holidays per trimester = 30 days per year (+ the closing of the company as mentioned above). For staff members not entitled to legal holidays, possibility to take unpaid leave (maximum 10 days per year) and European holidays.
- Teleworking/homeworking: only on voluntary basis - maximum 8 days per month – Teleworking only possible in Belgium – not abroad.

Electronic applications - motivation letter with possible start date mentioned + CV in English and at least 2 recent reference letters signed in English by the 1st round of interviews should be addressed to Barbara Bottiau and sent to job@cost.eu, mentioning the reference code RSO2025 in the subject line. Please also mention the channel through which you applied.

On the CV, the complete months and years of experience have to be mentioned (example: from 01/05/2014 until 24/09/2020).

Please note that the COST HR Team will only contact the candidates who are invited to the interview. No individual feedback will automatically be given to unsuccessful candidates.

The 1st round of interviews will take place in the premises of the COST Association on 16/07/2025. Successful candidates will be invited to the 2nd round which will take place on 20/08/2025.

Address where the interviews will take place:

COST Association – avenue du Boulevard/Bolwerklaan 21 – 1210 Brussels – (Near the Brussels North trainstation).

This Ad is for a recruitment reserve and will be handled in compliance with our “Recruitment Policy based on the GDPR” which can be consulted [here](#).

For more information, please visit our website: www.cost.eu

Deadline for application: 06/07/2025 included

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All personal data provided by applicants will be dealt with in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC). Details about how we handle your data for recruitment purposes are to be found [here](#).