

## Reference of this publication: HRA2026

### 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 HR Assistant primary responsibility is to give support to the Head of Human Resources & Office Services and to the Senior HR Officer with the different operational HR tasks. The HR Assistant will process all HR administration work asked by the Head of Human Resources & Office Services and by the Senior HR Officer.

The HR Assistant will see to it that all tasks asked to him/her are processed correctly and within the deadlines.

The HR Assistant reports directly to the **Head of Human Resources & Office Services** and to the Senior HR Officer.

This position will involve:

- Assisting the Head of Human Resources & Office Services and Senior HR Officer with administration support;
- Organizing, during recruitment, job advertisement, screening CVs, candidates invitations and interviews preparation;
- Welcoming new staff, providing them with complete information on employment rules and processes;
- Taking care of the parental leave, time credit, educational leave ... of staff members (administration paperwork);
- Organization and coordination of trainings;
- Assisting in the administration of personnel entries and departures according to standard procedures;
- Input of events in the payroll system (holidays, sicknesses, ...);
- Administration work: letters, contracts, follow up of insurance documents, etc.;
- Being the contact point for COST staff members located in Belgium for all questions related to Human Resources administration in a professional and prompt manner;
- Fulfilling other responsibilities and tasks in the interest of the organisation, as mandated by the Head of Human Resources and Office Services or by the COST Association Director.

### Profile and Competencies

Candidates should demonstrate the following competencies:

#### EDUCATION & EXPERIENCE

- Bachelor degree in HR
- At least 1 year working experience in an European HR environment
- High standard of spoken and written English, good knowledge of French and/or Dutch
- Experience in academic or not-for-profit environment

#### SPECIFIC COMPETENCIES

- Good level of knowledge in Belgian labour and social security legislation
- Expertise in HR administration (contracts, ...)
- Expertise in CV's screening
- Expertise in coordination of training courses is an asset

#### OTHER COMPETENCIES

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission
- Team-orientated work ethic
- Good organizational skills
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines
- Positive and constructive attitude in an evolving environment
- Excellent level in using Microsoft Office software
- Excellent inter-personal skills, including diplomacy, discretion and confidentiality
- Demonstrated ability to balance multiple tasks and work well independently and collaboratively
- Adaptability to the changing environment
- Commitment and accountability to deliver on allocated tasks as entrusted by the Head of Unit

### The COST Association offers

- **A full-time fixed-term contract** under the Belgian law
- Start date: as soon as possible – End date : 31/10/2028
- A European working environment located in Brussels
- **Unless a national of the 'EU and EEE', candidates must be eligible to work in Belgium.**
- Flexible working hours – 37,5 hours per week – 7,5 hours per day
- Gross monthly salary as from 2200 to 2750 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

## HR Assistant

- 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 (2 pages maximum), and at least 2 recent reference letters signed in English by the 1<sup>st</sup> round of interviews should be addressed to Barbara Bottiau and sent to [job@cost.eu](mailto:job@cost.eu), mentioning the reference code HRA2026 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 1<sup>st</sup> round of interviews will take place in the premises of the COST Association on Friday 05/06/2026.**

**Successful candidates will be invited to the second round which will take place on Tuesday 09/06/2026.**

**Address where the interviews will take place:**

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

**For more information, please visit our website: [www.cost.eu](http://www.cost.eu)**

**Deadline for application: Tuesday 26/05/2026 included**

*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](#).*