

# **COST Open Call and Artificial Intelligence analyst**

## **Job Profile**

### **COST Association AISBL**

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## 1) COST MISSION

COST – European Cooperation 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.

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## 2) POSITION RESPONSIBILITIES

This position involves developing an understanding of COST’s Open Call processes and analysing how Artificial Intelligence could enhance or affect COST SESA evaluation procedure.

The position is suited for graduated students with expertise in artificial intelligence, research and innovation Policy, data collection and analytical writing.

This researcher will work within the Science Operation Unit, and will be in contact with Science Officers. The role requires the ability to work independently, handle information from different sources, respect tight deadlines and contribute to high-quality written outputs.

This position reports directly to the Head of Science Department and/or Deputy of Science Operations or to the staff member designated to coordinate the research.

The position will involve:

- Benchmarking artificial intelligence usage and practices across similar research funding organisations,
- Collecting and structuring data
- Synthesising findings into a comprehensive report.
- Provide practical, evidence-based recommendations to improve efficiency, manage increasing submission volumes, and ensure that any use of Artificial Intelligence aligns with COST’s quality standards, principles, and ethical requirements.
- Liaising with COST colleagues to gather missing information and clarify data or content where needed.

## 3) PROFILE AND COMPETENCES REQUIRED

Candidates should demonstrate the following competencies:

### EDUCATION & EXPERIENCE

- University degree (Master’s or equivalent) in data science, science policy, public policy, evaluation, or related fields.
- Demonstrated interest or experience in AI applications, digital transformation, or evaluation systems.
- Familiarity with European research and innovation policies and frameworks is required.
- Prior experience with data analysis, surveys, benchmarking, or comparative studies is an asset.

- Experience with data collection, desk research, qualitative analysis and academic writing;
- High standard of spoken and written English;
- Good working knowledge of MS Office, in particular Word, Excel and PowerPoint.

## SPECIFIC COMPETENCIES

- Understanding of Artificial Intelligence concepts and their practical applications.
- Knowledge of evaluation methodologies e.g. peer review.
- Ability to design and conduct benchmarking and survey-based research.
- Data handling and structuring skills (e.g. Excel or similar tools).
- Awareness of ethical, legal, and operational risks linked to AI in evaluation contexts.
- Strong writing and editing skills, with attention to clarity, coherence and accuracy;
- Good understanding of, or strong interest in, the European research and innovation landscape;
- Good, practical working knowledge of Microsoft 365 (especially Word, Outlook, Excel and PowerPoint).

## OTHER COMPETENCIES

- Service-oriented attitude with a strong sense of purpose and drive to make a meaningful contribution to the COST mission;
- Team- player attitude;
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines;
- Action-oriented, responsible and self-managed;
- Good inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentiality;
- Positive and constructive attitude.

## THE COST ASSOCIATION OFFERS

- A full-time fixed-term contract under the Belgian law
- Start date: as soon as possible, End date: 31 October 2026
- 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 EUR 2750 – 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
- Group insurance and hospitalization insurance – fully paid by the employer
- Joint Committee (commission paritaire) 337 – private sector 3

Motivation letter with possible start date mentioned + CV in English (2 pages maximum) should be addressed to Anusha Panjwani <Anusha.Panjwani@cost.eu>, mentioning the reference code **SOP2026** in the subject line. Deadline for applications is **29 June 2026, 5pm (Brussels time)**. Online interviews will take place on **03 July 2026**.

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 on our website.