

COST Open Call and proposal submissions 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.

2) POSITION RESPONSIBILITIES

The COST Association is currently receiving an increasing number of submissions, and this trend is expected to continue.

The position involves analysing the types and impact of resubmission policies in research funding institutions.

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

The graduate 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:

- Developing a solid understanding of COST’s core business and Open Call procedures.
- Analyse existing re-submission policies in comparable Research & Innovation (R&I) funding organisations through benchmarking and direct engagement.
- Collect, organise, and structure data (e.g. via Excel-based mapping) on current practices.
- Produce a clear analytical report synthesising findings and identifying trends and key considerations.
- Formulate practical policy options for re-submission procedures suited to the COST context, ensuring alignment with its principles and operational constraints
- 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 science policy, public policy, evaluation, or related fields.
- Good understanding of European policies in science and technology.

- Experience in research, policy analysis, or comparative studies is an asset.
- Familiarity with R&I funding programmes or evaluation processes is beneficial.
- Prior experience with data analysis, surveys, benchmarking, or comparative studies is an asset.
- High standard of spoken and written English;
- Good working knowledge of MS Office, in particular Word, Excel and PowerPoint.

SPECIFIC COMPETENCIES

- Knowledge of research funding mechanisms and evaluation frameworks.
- Ability to design and conduct surveys and benchmarking exercises.
- Data organisation and analysis skills (e.g. Excel).
- Understanding of policy design and institutional constraints.
- 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.