

Reference of this publication: DIAO2026

COST

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.

Position responsibilities

By virtue of its intergovernmental nature, its European added value, and its agreements with the European Commission, the COST Association needs to provide data and statistical analyses, impact assessments, and monitoring of performance indicators. The primary responsibility of the Data and Impact Analysis Officer (DIAO) is to analyse data for statistical purposes as well for the effective evaluation of the impact of COST strategy and activities. Additionally, the DIAO supports informed decision-making by the COST governing bodies, management, task leaders and Scientific Committee on matters pertaining to scientific and operational analysis. Furthermore, the DIAO provides data and analytical support to ongoing internal organisational processes.

The DIAO engages in the formulation and preparation of analytical notes, in drafting terms of reference for external studies and in the evaluation of outcomes and impact of COST activities, in particular of COST Actions. Specifically, the DIAO will monitor and implement the COST Impact Model, prepare and analyse surveys, develop data collection and statistics on a regular basis, convert qualitative and quantitative data into briefings, reports, graphics and presentations, and other internal and external communication materials. Additionally, the DIAO will work on providing COST Member States and other relevant stakeholders with insights into national and regional trends in engagement in COST activities.

The DIAO will work hand-in-hand with COST Association colleagues and where requested with external experts to ensure optimal functioning of data collection processes, allowing to best reflect the results and outcomes of S&T networking efforts of COST Actions and to provide COST with critical feedback on its assessment methods. In completing these tasks, the DIAO will support COST policy and management needs, be instrumental in COST efforts to understand and demonstrate its results and wider impact.

The DIAO reports directly to the Head of the Policy Unit.

The position will involve:

- Developing and ensuring optimal functioning of data collection processes.
- Improving and implementing the short- and long-term outcome and impact analysis strategy for COST, including definition of indicators, data collection, S&T assessment criteria, benchmarking tools.
- Identifying and formulating specifications for IT tools related to data and impact analysis.

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- Monitoring strategic impact assessment exercises at the European and international levels.
- Supporting the COST Association with regular reports, statistics and data analysis as required for optimal management of COST operations and for best calibration of COST future strategies.
- Contributing to coherence of guidelines for monitoring and assessment of COST Actions with impact assessment requirements and visible outcomes.
- Contributing to the streamlining and automation of relevant internal processes.
- Generating relevant insights from data for COST governance, management and communication purposes; contributing to the promotion of results and outcomes of Actions for internal and external target audiences, in order to achieve desired outreach and visibility.
- Advising colleagues, management, governance and relevant stakeholders on pertinent analytical matters.
- Representing COST at relevant external meetings and conferences when necessary.
- Handling general data matters and fulfilling tasks for the COST Association as assigned by the Head of the Policy Unit or by the COST Association Director.

Profile and competencies

Candidates should demonstrate the following competencies:

Education and experience

- Master's degree in political sciences, economics, sociology or equivalent.
- Recognised 5 to 8 years' working experience in data collection, statistical analysis and impact assessment, including a minimum of 3 to 5 years' experience in a related activity in science and/or technology policy.
- High standard of spoken and written English. Good knowledge of French and other European languages is an asset.
- Experience in research, higher education, academic or not-for-profit environments is desirable.

Specific competencies

- Professional experience in designing and conducting data collection, statistics and impact analysis studies; advanced quantitative and qualitative analytical skills.
- Experience in formulation of evidence-based policy recommendations.
- Hands-on experience with development of indicators, impact assessment, data analysis and statistics, as well as benchmarking in science and technology fields.
- Good knowledge of European research and innovation policies and structures, with a specific focus on impact assessments.
- Professional experience in working with large-scale data sets in the field of science and technology.
- Very good knowledge of Microsoft 365 Excel and PowerPoint required.
- Very good knowledge of SQL as well as one or more multi-purpose tools for data analysis (such as Python or RStudio).

Other competencies

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission.
- Demonstrated ability to balance multiple tasks and work autonomously, excellent organisational skills.

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- Strong teamwork capacities and collaborative skills.
- Excellent inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentiality.
- Solution-oriented, responsible, creative, willing to take action and with a continuous improvement mindset.
- Ability to propose practical solutions to improve organisational efficiency.
- Positive and constructive attitude in an evolving environment.
- Proven presentation and communication skills.
- Commitment and accountability in delivering assigned tasks and responding to deadlines in a timely manner.

The COST Association offers

- **A full-time unlimited contract** under the Belgian law.
- Start date: as soon as possible.
- 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 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.
- 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 1st round of interviews – should be addressed to Barbara Bottiau and sent to job@cost.eu, mentioning the reference code DIAO2026 in the subject line.

Please also mention the channel through which you applied.

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

Deadline for application: Monday 20 July 2026 included.

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.

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The 1st round of interviews will take place at the premises of the COST Association on Friday 21/08/2026.

Successful candidates will be invited to the second round which will take place on Wednesday 02/09/2026.

Address where the interviews will take place:

COST Association – Avenue du Boulevard/Bolwerklaan 21 – 1210 Brussels (Near the Brussels North train station).

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

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](#).