

# Impact Research Assistant

## Job Profile

### **COST Association AISBL**

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## 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.

## POSITION RESPONSIBILITIES

The COST Association is funded through Horizon Europe and is required to report on the results and impact of the activities it implements. A number of contractual deliverables need to be drafted to demonstrate the added value and impact of these activities in a clear, evidence-based and accessible way. This position will support that work by collecting, structuring and analysing relevant information and data, and by contributing to the drafting, editing and finalisation of these reports.

The position is particularly suited to recently graduated Master’s students with an interest in research and innovation policy, impact assessment, science policy, evaluation, data collection and analytical writing.

The Impact Research Assistant will work closely with the Policy Unit and relevant colleagues involved in the implementation of these activities. The role requires the ability to work independently, handle information from different sources, respect tight deadlines and contribute to high-quality written outputs.

The Impact Research Assistant reports directly to the Head of the Policy Unit or to the staff member designated to coordinate the relevant impact deliverables.

The position will involve:

- Driving the finalisation of impact deliverables related to COST added-value activities, in particular COST Connect, COST Innovators Grant and Global Networking;
- Collecting, organising and verifying input and data from internal sources and external stakeholders;
- Supporting the analysis of qualitative and quantitative information related to the outcomes and impact of these activities;
- Contributing to the drafting, editing and proofreading of deliverables, reports, summaries and supporting materials;
- Supporting the identification of key messages and findings emerging from the collected information;
- Liaising with COST colleagues to gather missing information and clarify data or content where needed.

## PROFILE AND COMPETENCES REQUIRED

Candidates should demonstrate the following competencies:

### EDUCATION & EXPERIENCE

- Recently completed a Master's degree in a relevant field such as political science, sociology, economics, public policy, European studies, science and technology studies, research and innovation policy, evaluation studies, data analysis or related disciplines;
- Strong interest in research and innovation policy, science policy, impact assessment, evaluation or European cooperation in science and technology;
- 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

- Ability to collect, structure and analyse information from different sources;
- Good analytical skills and capacity to identify relevant findings;
- Strong writing and editing skills, with attention to clarity, coherence and accuracy;
- Ability to work with both qualitative and quantitative information;
- Capacity to translate complex information into concise written outputs;
- Good understanding of, or strong interest in, the European research and innovation landscape;
- Good, practical working knowledge of MS Office systems (especially MS Word, Access, 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

Motivation letter with possible start date mentioned + CV in English (2 pages maximum) should be addressed to Bart Veys (Bart.Veys@cost.eu), mentioning the reference code POL2026 in the subject line. Deadline for applications is **25 June 2026, 5pm (Brussels time)**. Online interviews will take place on 30 June 2026. Potential candidates will be informed if they will be invited for the interview on 26 June 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.