

Science Officer

COST

COST – European CO-operation in Science and Technology – provides networking opportunities for researchers and innovators in order 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 40 Member Countries. It draws its funding from the EU Framework Programme for Research and Innovation, Horizon 2020, through specific Grant Agreements signed under the umbrella of a framework Partnership Agreement with the European Commission.

Position Responsibilities

The Science Officer primary responsibility is the implementation of the proposal submission, evaluation, selection and approval (SESA) procedure, as well as supporting the monitoring and final assessment of COST Actions. It is the Science Officer responsibility to follow-up and support the COST Actions by catalysing and supporting researchers, promoting inter-disciplinary research collaboration in a multi-disciplinary and multicultural environment across Europe and beyond. The Science Officer reports directly to the Head of Science Operations.

This position will involve:

- Organising and following the proposals' submission, evaluation, selection and approval procedure for new COST Actions, the COST networking instrument;
- Implementing, managing and supporting approved Actions covering multiple Science and Technology fields;
- Gathering relevant information to identify results and outcomes and promote impact of COST Actions;
- Liaising with COST Review Panels while providing them administrative and scientific support;
- Liaising with the COST Scientific Committee while providing them administrative and scientific support;
- Taking responsibility for the management of the relevant budgets;
- Ensuring quality control and best practice;
- Maintaining an up-to-date awareness of relevant scientific research and technology policy developments;
- Delivering and preparing quality papers and reports when requested;
- Contributing and taking part in the development of conferences, events and workshops in collaboration with the COST Communication & Conferences Team;
- Representing the COST Association in external meetings in Brussels and abroad, when requested;
- Fulfilling other responsibilities and tasks as necessary for the good organisation of the Science Operation Unit, as mandated by the Head of Science Operations;
- Fulfilling other responsibilities and tasks as necessary for the good organisation of the office, as mandated by the COST Association Director.

COST Association AISBL

Avenue du Boulevard - Bolwerklaan 21, box 2 | 1210 Brussels, Belgium
T +32 (0)2 533 3800 | office@cost.eu | www.cost.eu



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Profile and Competencies

Candidates should demonstrate the following competencies:

EDUCATION & EXPERIENCE

- PhD or at least four years of full-time equivalent research experience, and with a minimum of 5 additional years of experience in science and technology;
- Recognised 5 to 8 years' experience in evaluation of research projects, project monitoring and general science management;
- Knowledge of the European and national research structures and institutions;
- High standard of spoken and written English, knowledge of other European languages appreciated;
- Experience in academic or not-for-profit environment.

SPECIFIC COMPETENCIES

- Experience with a science or technology environment and/or familiarity with university-level outreach activities (research background or knowledge appreciated);
- Good understanding of financial management and administration;
- Good networking skills at international level;
- High standard working knowledge of MS Office systems and of electronic databases and Web sites.

OTHER COMPETENCIES

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission
- Team-oriented work ethic;
- Excellent organisational skills;
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines;
- Demonstrated ability to balance multiple tasks and work well independently and collaboratively;
- Good inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentiality;
- Strong aptitude to offer interesting solutions to increase efficiency within the organization;
- Positive and constructive attitude in an evolving environment;
- Commitment and accountability to deliver on allocated tasks as entrusted by the Head of Unit;
- Strong analytical and problem solving skills.

The COST Association offers

- A full-time 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 and must have a work permit

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Electronic applications - motivation letter with possible start date mentioned + CV in English (and at least 2 recent reference letters in English by the 1st round of interviews) should be addressed to Barbara Bottiau and sent to job@cost.eu, mentioning the reference code SO2021 in the subject line.

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 1st round of interviews will take place via videoconference on the 2nd week of January (13-15/01/2021). Candidates selected for the 1st round will be contacted in the beginning of week 2 in January 2021.

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

Deadline for application: 23/12/2020 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](#).