



## Science Officer

### COST

COST - **European CO-operation in Science and Technology** - is a unique means for European researchers to jointly develop their own ideas and new initiatives across all scientific disciplines through trans-European networking of nationally funded research activities.

Based on a European intergovernmental framework, COST has contributed since its creation in 1971 to closing the gap between science, policy makers and society throughout Europe and beyond. COST mission is to enable break-through scientific developments leading to new concepts and products and thereby contributing to strengthen Europe's research and innovation capacities.

The COST Association is an international non-profit association based in Brussels with 36 European Member Countries; it integrates governance, management and support functions dedicated to COST activities aiming at enabling trans-European science and technology cooperation. The COST Association draws its funding from the EU Framework Programme for Research and Innovation, Horizon 2020, through specific Grant Agreements signed in the frame 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.

The successful candidate should be available to start as soon as possible. The 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;



COST is supported by  
the EU Framework Programme  
Horizon 2020

**COST Association**  
Avenue Louise 149 | 1050 Brussels, Belgium  
t: +32 (0)2 533 3800 | f: +32 (0)2 533 3890  
office@cost.eu | www.cost.eu

## Science Officer

- 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.

## Profile and Competencies

The successful candidate 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

## Science Officer

- 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

Electronic applications (**motivation letter with possible start date mentioned + CV in English and at least 2 recent reference letters in English**) should be addressed to Barbara Bottiau and sent to [job@cost.eu](mailto:job@cost.eu), mentioning the reference code SO2017 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 **interviews** will take place on **1<sup>st</sup> February 2017** for the 1<sup>st</sup> round and on **07<sup>th</sup> February 2017** for the second round.

For more information, please visit our website: [www.cost.eu](http://www.cost.eu)

### **Deadline for application: 15/01/2017 included**

**Data protection** - All personal data provided by applicants will be dealt with in compliance with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regards to the processing of personal data by the Community Institutions and bodies and on the free movement of such data and also in compliance with the law of 8 December 1992 relative to the protection of the private life with regards to the personal data processings which transposes into Belgian law the provisions of the European directive.