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.

Policy Officer

The Policy Officer for Stakeholder Engagement is primarily responsible for insuring and enhancing the development of relationships with ERA actors in Research and Innovation, such as EU Institutions, JRC, ERC, Eureka, JPIs, EIT, etc.

He/ She will promote a positive image of COST. He/she will undertake analysis of the situation related to COST partnerships and assist in the preparation of responses, submissions and reports on matters relating to Research and Innovation actors. The Policy Officer will also work hand-in-hand with COST Association team members in particular with the other Policy Officer and where requested by the Director. In completing these tasks, the PO will support COST policy needs, be instrumental in COST efforts to understand and demonstrate its own strengths and potential exploitation of outcomes, fulfil and revise its strategies.

The Policy Officer reports directly to the Head of Policy Support.

The successful candidate should be available to start as soon as possible. The position will involve:

- Liaising with key ERA stakeholders, including members of the European Institutions (European Commission, European Parliament, and Council) and networking activities at European level: identification of partners for cooperation in research policy
- Contributing to the cooperation with national research funding programs/councils
- Contributing to COST objectives in the field of science informed policy advice
- Drafting reports, minutes, policy synthesis and analysis of EU documents and other relevant documents; preparing feedback, summary reports from outside meetings and conferences
- Organising European conferences (COST Connect) and lead them in an interactive and dynamic way
- Attending job related meetings and events (including occasional travel)
- Assembling, interpreting and analysing information
- Contributing to the development and review of policies

COST Association AISBL | Avenue Louise 149 | 1050 Brussels, Belgium
T +32 (0)2 533 3800 | F +32 (0)2 533 3890 | office@cost.eu | www.cost.eu

Funded by the Horizon 2020 Framework Programme
of the European Union

- Analysing reports on various issues and providing advice on the anticipated impact
- Keeping an up to date knowledge of European research and innovation policies
- 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

- Master degree in European affairs, international relations, or any other relevant disciplines, with a minimum working experience of 5 years
- Thorough understanding of the functioning of the European institutions and decision making process
- Substantial European Public Affairs experience. An experience in a non-profit and/or public organisation is an advantage
- High standard of spoken and written English, knowledge of another European language is an asset
- Experience in academic or non-for-profit environment

SPECIFIC COMPETENCIES

- Good knowledge of EU-level decision making process and governance and a clear understanding about the EU Member States governance in relation to research and innovation policy
- Experience in drafting and summarising reports and minutes
- Experience in developing, reviewing and synthetising policies and EU documents
- Good understanding of European and international research and innovation policies
- Good, practical working knowledge of MS Office systems (especially MS Word, Access, Outlook, Excel and PowerPoint)
- Proven presentation skills necessary to represent COST externally and ability to give exhaustive and instructive explanations on activities
- Experience as Policy Officer in a European institution

OTHER COMPETENCIES

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission
- Good inter-personal and communication skills within a multi-national context, including diplomacy, discretion and confidentially
- Team-orientated work ethic
- Commitment to deliver on tasks allocated and respond in a timely manner to deadlines
- Action-oriented, responsible and self-managed, creative and willing to take initiatives and wiling to improve continuously
- Positive and constructive attitude in an evolving environment

COST Association AISBL | Avenue Louise 149 | 1050 Brussels, Belgium
T +32 (0)2 533 3800 | F +32 (0)2 533 3890 | office@cost.eu | www.cost.eu

2

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

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, mentioning the reference code PO 2018 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 **02nd March 2018** for the first round and on **09th March 2018** for the second round**.**

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

Deadline for application: 15 th February 2018 included

Data protection - All personal data provided by applicants will be dealt with in compliance with the law of 8 December 1992 concerning the protection of the private life with regards to the personal data processings transposing into Belgian law the provisions of the European directive 95/46.

COST Association AISBL | Avenue Louise 149 | 1050 Brussels, Belgium
T +32 (0)2 533 3800 | F +32 (0)2 533 3890 | office@cost.eu | www.cost.eu

3

Funded by the Horizon 2020 Framework Programme
of the European Union