



**European Research Council**  
Executive Agency

Established by the European Commission

# JOB OPENING

The European Research Council Executive Agency (ERCEA), located in Brussels, Belgium, supports the work of the European Research Council, the first pan-European funding body sustaining excellent frontier research in Europe. The ERCEA is dedicated to selecting and funding the excellent ideas that have not happened yet, and the scientists that are dreaming them up. The ERCEA is establishing a reserve list of qualified candidates (“talent pool”) from which to hire for the position of:

## PROJECT ADVISER / SCIENTIFIC OFFICER IN EARTH AND/OR UNIVERSE SCIENCES

<b>CONTRACT TYPE</b>	Contract Agent, Function Group IV (full-time)
<b>REFERENCE</b>	ERCEA/CA/226/2023
<b>DEADLINE FOR APPLICATIONS</b>	Monday, 24 July 2023 by 12:00 (midday) Brussels time (CEST)

## TEAM

The Project Adviser / Scientific Officer in Earth and/or Universe Sciences would join the “Earth System Science” Panel Team (ERC Panel PE10) or the “Universe Sciences” Panel Team (ERC Panel PE9), two of twelve Panel Teams of the “Physical Sciences and Engineering” Unit of the ERCEA’s Scientific Department. The Unit counts over 50 highly committed and qualified staff members, of which 6 -7 are part of the ERC Panels PE9 and PE10. The Project Adviser / Scientific Officer may also support other Panel Teams depending on their scientific expertise and the arising needs.

## POSITION

ERC Project Advisers/Scientific Officers support the work of senior external scientific experts (“Peer Reviewers”) in evaluating proposals for ERC grants and monitor the scientific progress of ERC-funded projects in their Panel Team or Panel Teams, under the supervision of senior Scientific Officers / Panel Coordinators. Key strengths needed to establish trust-based relationships with different stakeholders and to manage demanding situations include effective organisational, analytical and communication skills, as well as outstanding drafting and presentation skills. ERC Project Advisers / Scientific Officers need to demonstrate the capability to drive independent work forward in the context of a broader team effort.

While not being directly involved in scientific research, the position requires an excellent knowledge of the state of the art in the field and the ability to leverage this knowledge for portfolio analysis and for research project management.

### Job Description

#### *Support in the coordination of the Evaluation and Selection of Research Proposals*

- Support the coordination of the peer review process for the selection of research proposals for the relevant evaluation panels, including the preparation, organisation, operation of the meetings and the documentation of results;
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the ERC programme.



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ERC Executive Agency | Read more about the ERC and ERC Executive Agency here: <http://erc.europa.eu> |  
Have a question? We are happy to help you at: [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu) |

### *Project Management*

- Provide support to meetings of Scientific Panels for the selection of research proposals by external experts, including the preparation, organisation, operation of the meetings and the documentation of results;
- Provide *support to the ex-post assessment of completed projects by external experts*;
- Contribute *to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme*.

### *External Communication*

- Present the ERC programme and project results at workshops, seminars, conferences and other public events, to external stakeholders;
- Contribute to publications produced by the ERC programme intended for external stakeholders;
- Extract and disseminate best practices and facilitate exchanges of experience;
- Collate information and draft replies to questions from external stakeholders;
- Produce reports and minutes on high-level meetings as required.

## ELIGIBILITY CRITERIA

Contract Agents in the EU Institutions must fulfil the following general criteria:

- (1) be a **national** of a member state of the European Union and enjoy full rights as a citizen;
- (2) have fulfilled any obligations imposed by the applicable laws regarding **military service**;
- (3) pass a test organised by the European Personnel Selection Office (EPSO) and be in possession of a **valid EPSO CAST at FG IV level (e.g., EPSO/CAST/P/4/2017 Project/programme management)**;
- (4) meet the **character requirements** for the duties involved;
- (5) be **physically fit** to perform their duties.

## SELECTION CRITERIA

These selection criteria will be assessed at the various stages of the selection process. The applications of candidates who at any stage of the selection process are found not to meet one or more of the essential selection criteria, will not be considered further.

### Essential selection criteria

- ✓ **Strong academic background in Earth and/or Universe Sciences**, including at least a completed Master's level degree in a relevant scientific area of Earth Sciences (e.g., Atmospheric Sciences, Climatology, Geology, Geophysics, Geochemistry) and/or Universe Sciences (e.g., Solar System Science, Exoplanetary Science, Astronomy, Astrophysics, Cosmology).
- ✓ **In addition, a minimum three years of professional research experience, or a PhD, in a relevant scientific area of Earth and/or Universe Sciences.**
- ✓ **Knowledge of English at level C1 and of another official EU language at B2**, according to [the Common European Framework of Reference for Languages](#).
- ✓ Moreover, we expect candidates to have the following **skills and competences**:
  - *Outstanding drafting and presentation skills, with an eye for detail*;
  - *Ability to work well under pressure in demanding situations and ability to handle several tasks simultaneously*;
  - *Ability to deliver quality and results individually and in a team while working in a multicultural environment*;
  - *Strong organisational and communication skills*;
  - *Knowledge of European research policies and programmes*.

## Advantageous selection criteria

- ✓ Good knowledge of the state of the art in the field, and ability to make use of it in portfolio analysis and feedback to policy;
- ✓ Further research experience in a relevant area for the profile;
- ✓ Experience in working as a researcher in international research projects and/or the management of research projects;
- ✓ Professional experience acquired in an EU Institution, an international organisation or a national research funding organisation. Experience managing processes for the scientific evaluation of proposals and the scientific monitoring of funded projects.

## EMPLOYMENT CONDITIONS

The selection process aims to establish a Reserve List of eligible and qualified candidates (i.e., a talent pool of candidates). These candidates may be offered a contract with the ERCEA under the following terms:

- ✓ **One-year contract**, with the possibility of renewal. A **permanent contract/contract of indefinite duration** can be offered after two **fixed-term contracts of one year** each.
- ✓ A **basic salary (before EU Institutions' tax\*)** between **3.943,39 EUR and 5.711,77 EUR** depending on the length of the professional experience. On top of the basic salary, the remuneration package may include further **monthly allowances** (an expatriation allowance amounting to 16% in addition to the basic salary; a household allowance; etc.). *For example, a Project Adviser who has six years' professional experience after the qualifying degree, who is single, and who is entitled to an expatriation allowance, earns an estimated monthly net salary of 4.311,67 EUR.*
- ✓ Generous **leave** entitlements; **recuperation** of overtime worked; **flexible working hours**; full **international health insurance** coverage under the European Union Institutions' Joint Sickness Insurance Scheme; access to the European Union's **pension plan** after ten years of service.
- ✓ An **inspiring and multicultural** working environment in the heart of Brussels, Belgium. The ERCEA cares about **well-being** and offers ample opportunities for personal and professional **learning and development**.
- ✓ Free access to a **European School** and access to **childcare facilities** of the European Commission.

## HOW TO APPLY

If you are interested in joining our team and the ERCEA, please follow these steps:

- 1** Create, or update, an application for a Permanent CAST profile at FG IV level (e.g., EPSO/CAST/P/4/2017 Project/programme management).  
→ Apply for the Permanent CAST profile: <https://epso.europa.eu/en/job-opportunities/competition/2099/description>  
  
→ Read more about EPSO's Permanent CAST: <https://epso.europa.eu/en/CAST-PERMANENT>
- 2** Submit an ERCEA Application Form by Monday, 24 July 2023 by 12:00 (midday) Brussels time (CEST)  
*Note that you must fulfil all the eligibility criteria indicated in the ERCEA Application Form by the deadline for applications.*  
→ Please find the application form [here](#)

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\* Note that the salary is not subject to national taxation.

If the Application Form has been submitted successfully, candidates will receive a confirmation e-mail within three working days. Candidates are strongly advised not to leave the submission process to the last minute. The ERCEA cannot be held responsible for any delay due to, for example, heavy internet traffic or connection difficulties. In the case of multiple submissions, only the latest valid and complete application will be considered.

Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application.

Candidates will be disqualified if they do not:

- Comply with the conditions of application for the Job Opening;
- Have an updated EPSO CAST application in the relevant profile by the deadline for applications;
- Send their application by the deadline;
- Send a complete application including all requested elements;
- Meet all the eligibility criteria;
- Complete the form in English.

**Furthermore, if it is established at any point in time that the information in an application has been falsified, candidates will be disqualified from the selection process.**

At any stage of the selection, the ERCEA can request candidates to present, for example, certified copies of degrees, diplomas, references, proof of experience. These documents should not be sent during the selection process, except upon request of the ERCEA.

All correspondence regarding this Job Opening will be in English and will be made to the e-mail from which candidates submitted their application. Should candidates' e-mail address change, they are asked to inform [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

## NEXT STEPS

- ✓ The ERCEA shortlists the most relevant applications, amongst those that are eligible for **EPSO CAST tests**. The shortlisting and eligibility check is conducted in line with the criteria elaborated above.

You can find sample tests here: <https://epso.europa.eu/en/selection-procedure/epso-tests>.  
*Note that the ERCEA is not liable for any issues candidates may encounter with EPSO.*

Shortlisted candidates who already have a valid EPSO CAST in the correct Function Group do not need to sit the EPSO CAST test again.

- ✓ Shortlisted and eligible candidates with a valid EPSO CAST are invited by the ERCEA to **an interview and a possible written exercise to check specific skills required for the job** (e.g., drafting skills).

The exact testing modalities will be outlined in the invitation for an interview.

*As a general rule, the dates set by the ERCEA cannot be changed at the candidate's request.*

- ✓ Candidates who succeed in the ERCEA interview and possible exercise are **included in a Reserve List (i.e., a talent pool of candidates)** initially valid for two years.

The Reserve List is approved by the ERCEA Director and will include the names of approximately 5-10 candidates who meet the evaluation criteria, listed alphabetically.

Candidates included in the Reserve List could be offered a job when there is a vacancy for which their profile is suitable and subject to reference checks.

*Candidates should note that the inclusion on the Reserve List does not imply any entitlement to employment.*

## EQUAL OPPORTUNITIES

The ERCEA values difference and promotes equality. We apply a policy of equal opportunities and accept applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, as per Article 1(d)(1) of the Staff Regulations.

## PROTECTION OF PERSONAL DATA

The ERCEA ensures that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Official Journal of the European Communities, L 295 of 21 November 2018). This applies in particular to the confidentiality and security of such data.

Candidates are invited to carefully read the Data Protection Notice, which provides useful information about the processing of their personal data and relevant rights:

[https://erc.europa.eu/sites/default/files/document/file/Staff\\_Selection.pdf](https://erc.europa.eu/sites/default/files/document/file/Staff_Selection.pdf)

## REQUEST FOR REVIEW, APPEALS AND COMPLAINTS

### Review

The ERCEA and the Selection Committees operate within the context of the general principles of European Union law as interpreted by the Courts. In assessing candidates' merits, Selection Committees observe the principle of equal treatment.

If candidates nevertheless believe that one of these principles has not been applied in their case, they have the right, within 10 calendar days from the date when they receive notification of the decision that was sent to them, to request a review by sending a letter stating their reasons to the e-mail address: [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

Candidates must quote in the subject line: The reference number of the selection process concerned; their full name and the "Request for review".

The ERCEA will forward it to the Selection Committee if it comes within the Committee's remit, and candidates shall receive a reply as soon as possible.

### Appeal procedure

If, at any stage of the selection, candidates consider that their interests have been prejudiced by a particular decision, or lack thereof, they can take the following action:

- Candidates may lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations, at the following address: [ERC-SELECTION@ec.europa.eu](mailto:ERC-SELECTION@ec.europa.eu).

The complaint must be lodged within three months from the date on which candidates are notified of the act adversely affecting them, or lack thereof, only if the rules governing the selection process have clearly been infringed. The Appointing Authority of the ERCEA cannot overturn a value judgement (i.e., the quality of a candidate's performance in a written or oral test or the relevance of qualifications and professional experience) made by the Selection Committee. The Appointing Authority of the ERCEA shall notify the person concerned of its reasoned decision within four months of the date on which the complaint was lodged.

- Should the aforementioned complaint be rejected, candidates may request judicial review of the act adversely affecting them, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, before:

**Court of Justice of the European Union**

Registry of the General Court

Rue du Fort Niedergrünewald

L-2925 Luxembourg

[http://curia.europa.eu/jcms/jcms/Jo2\\_7030/en/](http://curia.europa.eu/jcms/jcms/Jo2_7030/en/)

The request for judicial review must be lodged within three months from the date on which candidates are notified of the decision taken in response to the above-mentioned administrative complaint.

Candidates shall indicate the reference number of this Job Opening.

**Complaints to the European Ombudsman**

Any citizen of the European Union or any natural or legal person residing in a Member State may direct a complaint concerning instances of maladministration to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union:

**The European Ombudsman**

1, Avenue du President Robert Schuman - BP 403

F-67001 Strasbourg Cedex

<http://www.ombudsman.europa.eu/start.faces>

It should be noted that complaints to the European Ombudsman do not suspend the periods mentioned in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or submitting an appeal before the Court of Justice according to Article 270 of the Treaty on the Functioning of the European Union. It should also be noted that, under Article 2(4) of the Regulations and general conditions governing the performance of the European Ombudsman's duties, any complaint to the European Ombudsman must be preceded by appropriate administrative approaches to the institutions and bodies concerned.