



European Research Council
Executive Agency

Established by the European Commission

ERCEA JOB OPENING

The European Research Council Executive Agency (ERCEA), located in Brussels, supports the work of the European Research Council (ERC), the first pan-European funder of excellent frontier research in Europe. The fundamental activity of the ERCEA, via its main frontier research grants, is to provide attractive, long-term funding to support excellent investigators and their research teams to pursue ground-breaking and ambitious research. The ERCEA funds projects in any field of research, with excellence as the sole selection criterion. The ERCEA was created to manage the Ideas Programme, part of the EU's Seventh Research Framework Programme (FP7). The ERC was part of Pillar I – 'Excellent Science' – Horizon 2020, the EU Programme for Research and Innovation (H2020, 2014-2020). Its mandate was renewed until 2028, for the implementation of part of Pillar I – 'Excellent Science' – Horizon Europe 2021-2027. Since the creation of the Agency, some 11.000 researchers at various stages of their careers have been supported. Under Horizon Europe, the ERCEA has a total budget of over 16 billion EUR.

The ERCEA is establishing a Reserve List of qualified candidates from which to hire for the position of:

Scientific Officer / Project Adviser in Chemistry and / or Materials (FG IV)

REFERENCE	ERCEA/CA/242/2024
CONTRACT TYPE	Contract Agent 3(a), Function Group IV, full-time
DEADLINE FOR APPLICATION	20 January 2025 by 12:00 (midday) Brussels time.

POSITION

The Scientific Officer / Project Adviser in Chemistry and / or Materials would join the Physical Sciences and Engineering Unit of the ERCEA Scientific Management Department. The Unit counts around 60 highly committed and qualified staff members, subdivided into twelve Panel Teams. These Panel Teams cover different areas of research and scholarship in the domain of Physical Sciences and Engineering (PE) allocated along eleven [ERC Panels](#) and an additional PE 'Synergy' Panel Team, linked to the ERC Synergy call.

ERCEA Scientific Officers / Project Advisers 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(s). 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

The Scientific Officer / Project Adviser in Chemistry and / or Materials would be working in a team of three to five Scientific Officers under the supervision of senior Scientific Officers / Panel Coordinators and would be entrusted with the following tasks and responsibilities:

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, facilitation 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.

Project management

- Assess the scientific implementation of funded projects primarily in PE panel(s) through periodic reviews, reporting, etc.
- Contribute to the analysis of the portfolio of ERC funded projects.
- Contribute to the analysis and assessment of the results and impact of the ERC 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.
- Collect information and draft replies to questions from external stakeholders.
- Produce reports and minutes on high-level meetings as required.

ELIGIBILITY CRITERIA

Candidates must fulfil the following eligibility criteria by the deadline for application:

- Be a national of a member state of the European Union and enjoy full rights as a citizen.
- Have fulfilled any obligations imposed by the applicable laws regarding military service.
- Meet the character requirements for the duties involved¹.
- Be physically fit to perform their duties².
- Have a level of education which corresponds to completed university studies of at least three years, attested by a diploma. Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted³.
- Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of duties.
- Have successfully passed an EPSO CAST in Function Group IV (that is still valid). At the stage of the application, it is sufficient to be registered in a Permanent CAST profile (EPSO CAST) at Function Group IV level⁴.

For more information about EPSO, see 'Assessment of the applications' on page 4.

SELECTION CRITERIA

Candidates need to make explicitly clear in their application how and to what extent they meet the selection criteria. The applications of candidates that do not meet one or more of the essential selection criteria will not be evaluated further. Candidates must fulfil the following selection criteria by the deadline for application:

Essential selection criteria

- Strong academic background in Chemistry and / or Materials, including a completed master's level degree in a relevant scientific area of Chemistry and / or Materials.
- Three years of professional research experience, or a PhD, in a relevant scientific area of Chemistry and / or Materials.
- Knowledge of English at level C1, according to [the Common European Framework of Reference for Languages](#)⁵.

¹ In case of an offer of employment by the ERCEA, prior to appointment, the selected candidate will be asked to provide a certificate from their police file indicating that they do not have a criminal record in line with Article 12.2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS).

² In case of an offer of employment by the ERCEA, prior to appointment, the selected candidate will be asked to undergo a compulsory medical examination by one of the Institutions' medical officers to demonstrate the fulfilment of the requirement of Article 12.2(d) of the CEOS.

³ In case diplomas are obtained from a non-EU Member State, the candidate may be required to provide the relevant document of comparability by a recognised authority. UK diplomas awarded until 31 December 2020 are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.

⁴ Applications will be considered only if the profile is active, and the candidate can be flagged for the EPSO testing request.

⁵ English is the working language of the ERCEA and is generally considered to be the lingua franca of the scientific community.

Advantageous selection criteria

- 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.
- Experience managing processes for the scientific evaluation of proposals and the scientific monitoring of funded projects.
- 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.
- Knowledge of European research policies and programmes.

Job-related competencies

- Strong analytical and problem-solving skills.
- Ability to work well under pressure in demanding situations and ability to handle several tasks simultaneously.
- Ability to deliver quality results individually and in a team while working in a multicultural environment.
- Strong organisational and communication skills, including the capacity to communicate technical or specialised information.

HOW TO APPLY

If you are interested in applying, please follow the subsequent steps:

Step 1	<p>If you do not have a valid and successful EPSO CAST in Function Group IV, create or update an application for the Permanent CAST profile (EPSO CAST) at FG IV level.</p> <p>➔ Apply for one of the Permanent CAST profiles at FG IV level listed here, under 'Selection procedures for Contact agents'.</p> <p>For more information on how to create an EPSO CAST application, see here.</p>
Step 2	<p>Send the following documents by 20 January by 12:00 (midday) Brussels time to ERC-SELECTION@ec.europa.eu:</p> <ol style="list-style-type: none">1. Your 2-page CV⁶. In English and saved in pdf with the title FAMILY NAME – ERCEA/CA/242/2024 – CV.2. The duly completed ERCEA Application Form In English and saved in pdf with the title FAMILY NAME – ERCEA/CA/242/2024 – Application Form. <p>➔ Download the Application Form here and follow the instructions listed in the Application Form.</p>

If the application 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.

⁶ All pages beyond the first two will be disregarded.

- Send a complete application including all requested elements.
- Complete the application 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.

STEPS OF THE SELECTION PROCESS

All correspondence regarding this Job Opening will be in English and will be sent 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. The selection process will take several months to complete. Candidates will be informed of the outcome of the different stages in due time.

Admission to the selection process

Upon the closure of the publication window, the candidates' eligibility will be checked by the HR Team based on the information included in the application in line with the eligibility criteria elaborated above.

Assessment of the applications and EPSO

The recruiting service will conduct the shortlisting of eligible applications in line with the selection criteria elaborated above. The shortlist will include:

- Pre-selected candidates who already have a valid and successful EPSO CAST FG IV. These candidates would be invited to the testing phase (interview and possible written exercise) at the ERCEA without sitting the EPSO CAST test again.
- Pre-selected candidates who do not already have a valid and successful EPSO CAST FG IV. These candidates will be invited by EPSO to undergo a series of computer-based multiple-choice question (MCQ) tests⁷ during the time window corresponding to the present Job Opening. Only candidates who have successfully passed the EPSO tests would be invited to the testing phase (interview and possible written exercise) of the ERCEA. Sample EPSO tests can be found [here](#).

Interview and possible written exercise

The testing phase at the ERCEA consists of an interview and a possible written exercise to check specific skills required for the job (e.g., drafting skills), both conducted remotely in English. The exact testing modalities will be outlined in the interview and written exercise invitation.

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

Selection Committee

The ERCEA Director will appoint a Selection Committee. The names of the Selection Committee members will be communicated to the candidates invited to interviews.

Under no circumstances should candidates approach the Selection Committee or the recruiting service, either directly or indirectly concerning this selection process. The ERCEA Director reserves the right to disqualify any candidate who disregards these instructions. In assessing candidates' merits, the Selection Committee shall observe the principle of equal treatment.

Reserve List

Candidates who succeed in the interview and possible written exercise will be included on a Reserve List initially valid for at least two years, with the possibility of extension:

- The Reserve List will be approved by the ERCEA Director and will include the candidates who meet the evaluation criteria, listed alphabetically.
- Candidates included on the Reserve List could be offered a job when there is a vacancy for which their profile is suitable and subject to reference checks.
- The inclusion on the Reserve List does not imply any entitlement to employment.

⁷ EPSO is responsible for the administration of the tests.

EMPLOYMENT CONDITIONS

The candidates on the Reserve List may be offered a contract with the ERCEA under the following terms:

- Engagement as Contract Agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in Function Group IV.
- One-year contract, with the possibility of renewal. A contract of indefinite duration can be offered after two fixed-term contracts of one year each.
- A basic salary (before EU Institutions' tax⁸) between 4.102,30 EUR and 5.941,96 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 of professional experience after the qualifying degree, who is single, and who is entitled to an expatriation allowance, earns an estimated monthly net salary of 4.447,24 EUR.*
- The place of employment is Brussels, Belgium.
- 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.
- Free access to a European School and access to childcare facilities of the European Commission.
- The ERCEA cares about well-being and offers ample opportunities for personal and professional learning and development.

EQUAL OPPORTUNITIES

The ERCEA values difference and promotes equality. The ERCEA applies 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.

APPEAL PROCEDURES

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 at ERC-SELECTION@ec.europa.eu.

If, at any stage of the selection, candidates consider that their interests have been prejudiced by a particular decision, or lack thereof, they can, within three months from the date on which candidates are notified of the act adversely affecting them, lodge an administrative complaint pursuant to Article 90(2) of the Staff Regulations at ERC-SELECTION@ec.europa.eu.

More information on appeal procedures may be found [here](#).

⁸ Note that the salary is not subject to national taxation.