

ERCEA VACANCY NOTICE

INTRODUCTION

The European Research Council Executive Agency (ERCEA), located in Brussels, Belgium, supports the work of the European Research Council (ERC). The ERC, set up by the European Union in 2007, is the premier European funding organisation for excellent frontier research. It funds creative researchers of any nationality and age, to run projects based across Europe.

The ERC offers four core grant schemes: Starting Grants, Consolidator Grants, Advanced Grants and Synergy Grants. With its additional Proof of Concept Grant scheme, the ERC helps grantees to bridge the gap between their pioneering research and early phases of its commercialisation. The ERC is led by an independent governing body, the Scientific Council. Maria Leptin has been the President of the ERC since November 2021.

The overall ERC budget from 2021 to 2027 is more than €16 billion, as part of the Horizon Europe programme, which is under the responsibility of Ekaterina Zaharieva, European Commissioner for Startups, Research and Innovation.

Since the creation of the Agency, some 15 000 researchers at various stages of their careers have been supported.

The ERCEA is establishing a Reserve List of qualified candidates ('talent pool') from which to hire for the position of:

Project Officer (Financial and Legal) – CA FG III

Reference	ERCEA-CAJM-260-2026
Selection type	Contract Agent Job Market
Contract type	Contract Agent 3(a) - Function Group III (full-time) The ERCEA aims to fill the four vacant FG III posts in the area of the selection process as soon as the reserve list is established.
Deadline	2 March 2026 at 12:00 pm (Brussels time)

POSITION

The Project Officers (Financial and Legal) would join one of the four Units of the Grant Management Department of the ERCEA. The mission of the Grant Management Department is to transform the proposals selected for ERC funding into running grants, and to ensure the full administrative and financial management of ERC grants during their lifetime. Each Unit within the Grant Management Department provides administrative, legal and financial support in pursuing the Department's goals and in the interest of its beneficiaries in relation to ERC grants.

The main activities relate to the preparation of grant agreements, and their financial and legal follow-up (i.e., grant preparation, reports assessment, payment of eligible costs, audits implementation and amendments). The Units of the Grant Management Department are responsible for the execution of the relevant budget planned for ERC grants and contribute to an optimal use of resources in accordance with legality/regularity and sound financial management.

JOB DESCRIPTION

The Project Officer (Financial and Legal) would be entrusted with the following tasks and duties:

- Prepare grant agreements and amendments, including the performance of necessary ex-ante controls.
- Assess financial reports and prepare and initiate financial transactions.
- Ensure the legality and regularity of all transactions with respect to the Financial Regulation & Rules of Application, internal rules on budget execution, Basic Act, Financing decision and other related rules.
- Keep up to date with developments in the administrative, legal, financial and IT aspects of the business.
- Ensure quality and consistency of financial and contractual data in different databases.
- Draft notes to the file in accordance with the applicable procedure and other reports upon ad-hoc requests.
- Prepare budgetary commitments and de-commitments.
- Prepare and maintain the applicable checklists in coherence with the procedures of the Agency.

ELIGIBILITY CRITERIA

Candidates must fulfil the following eligibility criteria by the deadline for application (including those referred to in Article 82.2(b) and 82.3 of the CEOS):

- a) Be employed as Contract staff 3(a) or 3(b) for at least three years in Commission departments and executive agencies that have adopted Commission Decision C(2017)6760 final of 16/10/2017 (General Implementing Provisions (GIPs)). The minimum duration must have been obtained either as Contract Agent 3(a) or 3(b). Cumulative duration as Contract Agent 3(a) and 3(b) will not be considered; AND
- b) Be employed in the same Function Group as the one of the Inter-Agency selection process (FG III) and have successfully passed the equivalent EPSO FG III level selection tests.

This Inter-Agency selection process is also open to CA 3(a) who belong to the function group below the one of the Inter-Agency selection process and who have passed a selection process under the exercise referred to in Article 13 of Commission Decision C(2017) 6760.

Inter-Agency selection processes organised by the ERCEA are not open to members of contract staff already working at the ERCEA.

Candidates are required to demonstrate the fulfilment of the above-mentioned criteria by submitting SYSPER information or other certifications together with the application.

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.

Essential selection criteria

- Level of education corresponding to at least three completed years of studies, equivalent to a bachelor's degree, attested by a diploma¹.
- At least one year of professional experience performing the functions and duties described under the section "Job description" above, or a master's level degree attested by a diploma in Economics, Business Administration, Public Administration, Finance, Law, EU Affairs, or other related areas.
- Knowledge of English at level C1, according to the Common European Framework of Reference for Languages.

¹ Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration

Advantageous selection criteria

- University degree attested by a diploma in a relevant field, such as Economics, Business Administration, Public Administration, Finance, Law, EU Affairs, or other related areas.
- Experience in contractual matters: administrative, legal and financial tasks.
- Experience in grant management in research framework programmes.
- Knowledge of the Financial Regulation, and in particular knowledge of rules and procedures linked to calls for proposals, commitments, and payments.
- Experience with standard Commission IT tools.
- Experience in providing support in gathering statistical data or monitoring data.

Job-related competencies

- 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.
- Excellent analytical, problem solving, organisational and planning skills.
- Very good drafting and presentation skills, with an eye for detail and accuracy.
- Commitment and client orientation.

HOW TO APPLY

If you are interested in applying, please submit your application in English by 2 March 2026 at 12:00 (Brussels time) to ERC-SELECTION@ec.europa.eu. The application must include:

1. A 2-page CV in English (all pages beyond the first two will be disregarded). The CV must be saved in pdf with the title FAMILY NAME – ERCEA-CAJM-260-2026 – CV.
2. A motivation letter in English. The motivation letter must be saved in pdf with the title FAMILY NAME – ERCEA-CAJM-260-2026 – Motivation letter.
3. A SYSPER certificate and/or screenshot or copy of your current contract confirming your eligibility in line with the eligibility criteria outlined above.

If the application has been submitted successfully, candidates will receive a confirmation e-mail shortly after the submission.

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.

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

Reasons for disqualification

Candidates will be disqualified at any stage of the selection procedure if they do not:

- Comply with the conditions of application indicated in the vacancy notice.
- Submit their application by the deadline.
- Send a complete application including all requested elements.
- Complete the application in English.
- Inform ERCEA HR of a possible conflict of interest with a Selection Committee member.

Furthermore, if it is established at any point in time that the information in an application has been falsified or that they have cheated during the interview, 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 selection process will be in English and will be sent to the e-mail address from which candidates submitted their application. Should candidates' e-mail address change, they are asked to inform ERC-SELECTION@ec.europa.eu.

Admission to the selection process and shortlisting

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 criteria elaborated above.

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

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). The exact testing modalities will be outlined in the interview and written test invitation. The interviews are planned to take place from March 2026 onwards.

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, 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 ERCEA interview and possible exercise are included in a Reserve List initially valid for at least two years. The Reserve List is approved by the ERCEA Director and will include the 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. The inclusion on the Reserve List does not imply any entitlement to employment.

CONDITIONS OF EMPLOYMENT

In case of an offer of engagement, candidates 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 III.
- 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 (the salary is not subject to national taxation) between 3.475,62 EUR and 4.449,30 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 Officer (FG III, grade 9) 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 3.821,23 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.
- Free access to a European School and access to childcare facilities of the European Commission.
- Well-being initiatives and 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 accepts 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.

DATA PROTECTION

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 PROCEDURE

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](#).