



European Research Council
Executive Agency

Established by the European Commission

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 Adviser / Scientific Officer in Sociology and related fields – CA FG IV
(Sociology / Social Psychology / Education Sciences / Social Anthropology /
Communication Studies / Demography / Science and Technology Studies)

Reference	ERCEA-CAJM-264-2026
Selection type	Contract Agent Job Market
Contract type	Contract Agent 3(a) - Function Group IV (full-time) The ERCEA aims to fill the two vacant posts in the area of the selection process as soon as the reserve list is established.
Deadline	New deadline: 27 February 2026 at 12:00 pm (Brussels time)

POSITION

The ERC Project Advisers / Scientific Officers would join the Social Sciences and Humanities Unit of the Scientific Management Department of the ERCEA, which defines and manages the coordination of the evaluation and selection of research proposals submitted to the ERC grant schemes and the scientific monitoring of funded projects. The Social Sciences and Humanities Unit counts over 45 highly committed and qualified staff members, subdivided into eight Panel Teams. These Panel Teams cover different areas of research and scholarship in Social Sciences and Humanities, allocated along eight [ERC Panels](#):

- **SH1** Individuals, Markets and Organisations
Management, Marketing, Economics, Finance, Banking
- **SH2** Institutions, Governance and Legal Systems
Political Science, International Relations, Law
- **SH3** The Social World and Its Interactions
Sociology, Social Psychology, Education Sciences, Communication Studies
- **SH4** The Human Mind and Its Complexity

- Cognitive Science, Psychology, Linguistics
- **SH5** Texts and Concepts
Literary Studies, Literature, Philosophy
- **SH6** The Study of the Human Past
Archaeology and History
- **SH7** Human Mobility, Environment, and Space
Human Geography, Demography, Health, Sustainability Science, Territorial Planning, Spatial Analysis
- **SH8** Studies of Cultures and Arts
Social Anthropology, Studies of Cultures, Studies of Arts

In addition to these eight Panel Teams, the Unit also harbours an SH ‘Synergy’ Panel Team, linked to the ERC Synergy call.

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(s), 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 project monitoring and portfolio analysis.

JOB DESCRIPTION

The Project Adviser / Scientific Officer would be entrusted with the following tasks and duties:

Programme / Process / Project management

- Provide support to meetings of Scientific Panels for the selection of research proposals by external experts (Panel Members), including the preparation, organisation, operation of the meetings and the documentation of results.
- Assess the scientific implementation of funded projects through periodic reporting, etc.
- Contribute to the analysis of the portfolio of ERC funded projects and beyond.
- Contribute to the analysis and assessment of the results and impact of the ERC programme.
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.

Budget, finance, contracts and accounting

- Establish scientific, technical and financial aspects of contracts linked to the preparation and implementation of projects.
- Monitor the implementation of the contract / grant agreement to ensure that the work is proceeding according to plan.
- Ensure efficiency, effectiveness and economy of the operation by verifying the respect of the Financial Regulation and compliance with the applicable rules and give visa of “Operational Initiator”.
- Ensure that payments are justified.
- Identify cases where repayment may be due to the Agency.
- Ensure that full documentation is maintained on operations.

Evaluation and quality management

- Analyse and assess the results and impacts of the programme and the projects, provide feedback and suggestions for improvement.
- Contribute to internal Quality Assurance of the work of the Unit.

External communication

- Present the ERC programme and the current portfolio of projects at workshops, seminars, publications, conferences and other public events.
- Contribute to publications produced by the programme intended for external stakeholders.
- Help collect information and draft replies to questions from external stakeholders such as European Institutions, Member States and / or the general public.
- Extract and disseminate best practices and facilitate exchange of experiences.

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 Contractual Agent 3(a) or 3(b). Cumulative duration as Contractual 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 IV) and have successfully passed the equivalent EPSO FG IV 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

- Strong scientific background, with a completed university degree in Sociology and related fields (Sociology / Social Psychology / Education Sciences / Social Anthropology / Communication Studies / Demography / Science and Technology Studies).
- Knowledge of English at level C1, according to the [Common European Framework of Reference Languages](#).

Advantageous selection criteria

- Further experience in research (preferably including a PhD degree) or research management linked to one or more of the relevant scientific fields in Social Sciences / Humanities.
- Good knowledge of the state of the art of the field and ability to make use of it in portfolio analysis and feedback to policy.
- Experience in working as a researcher in international research projects and / or for the management of research projects, preferably at European level.
- Professional experience in an EU Institution, an international organisation, or a national research funding organisation.

Job-related competencies

- Outstanding drafting and presentation skills in English, 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 results individually and in a team while working in a multicultural environment.
- Strong organisational and communication skills.

HOW TO APPLY

If you are interested in applying, please submit your application in English by **27 February 2026 at 12:00 pm (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-264-2026 – CV.
2. A motivation letter in English. The motivation letter must be saved in pdf with the title FAMILY NAME – ERCEA-CAJM-264-2026 – 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. The selection process is expected to be completed by **end of March 2026**.

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 interview and possible written exercise are planned to take place in **mid-March 2026**. 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 written 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 IV.
- Contract Agent 3(a), Function Group IV, 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 4.449,31 EUR and 6.444,59 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 4.749,49 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](#).