



European Research Council
Executive Agency

Established by the European Commission

ERCEA VACANCY NOTICE

TA Inter-Agency Mobility

Panel Coordinator in Synthetic Chemistry and Materials

Reference	ERCEA-IAM-02-2026
Selection type	Temporary Agent Inter-Agency Mobility
Job title	Research Programme Agent / Panel Coordinator in Synthetic Chemistry and Materials
Contract type	Temporary Agent 2(f), grade bracket AD 5 – AD 12
Deadline for applications	4 May 2026 at 12:00 pm (Brussels time)

ERCEA

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 six grant schemes: [Starting Grants](#), [Consolidator Grants](#), [Advanced Grants](#), [Synergy Grants](#), [ERC Plus Grants](#), and the [Proof of Concept Grants](#), that help ERC-funded researchers 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.

POSITION

The ERCEA is looking for a **Panel Coordinator in Synthetic Chemistry and Materials**, who would join Unit B.4, the Physical Sciences and Engineering (PE) Unit in the 'Scientific Management' Department of the ERCEA. The Unit manages the peer-review process for the scientific evaluation of submitted proposals and the monitoring, from a scientific perspective, of funded projects within the Physical Sciences and Engineering domain. The Unit counts over 60 highly committed and qualified staff members, working as part of 13 teams:

- **PE1** Mathematics
- **PE2** Fundamental Constituents of Matter
- **PE3** Condensed Matter Physics
- **PE4** Physical and Analytical Chemical Sciences
- **PE5 Synthetic Chemistry and Materials**
- **PE6** Computer Science and Informatics
- **PE7** Systems and Communication Engineering
- **PE8** Products and Processes Engineering
- **PE9** Universe Sciences
- **PE10** Earth System Science



- PE11 Materials Engineering
- PE12 Fundamentals of Artificial Intelligence
- PE-SyG Physical Sciences and Engineering Synergy

Each of the panel teams is led by a Research Programme Agent who coordinates the work of the panel.

JOB DESCRIPTION

The chosen candidate and their team will manage the entire project cycle of a set of projects of the ERC Programme and will contribute to the strategy and policy development in the domain of Synthetic Chemistry and Materials. The chosen candidate will provide support to the Head of Sector and Head of Unit in managing the work and the staff members of the panel team.

In particular, the candidate will be entrusted with the following tasks and duties:

Programme / Process / Project Management

- Contribute to the definition, co-ordination and execution of calls for proposals, evaluations and selection of projects.
- Establish scientific, technical and financial aspects of contracts linked to the preparation and implementation of projects.
- Ensure the follow-up of the implementation of the projects; monitor contractual obligations (via periodic reviews, audits, reporting, etc.).
- Contribute to networking aspects of the programme and its projects.
- Contribute to the development of guidelines, orientations and new approaches relating to the proper implementation of the programme.
- Conduct conceptual reflections and contribute to the work programmes development as well as to strategic documents and new approaches.

Budget, finance, contracts and accounting

- Ensure efficiency, effectiveness and economy of the operation by verifying the respect of the Financial Regulation and compliance with the applicable rules.
- Monitor the implementation of the contract / grant agreement to ensure that the work is proceeding according to plan.
- Ensure that payments are justified, including certifying invoices / requests for payments "conforme aux faits" or "certified correct".
- Identify cases where repayment may be due to the Agency.
- Ensure that full documentation is maintained on operations, including all the documents necessary to justify each financial transaction.
- Give visa of Operational Initiator and / or Operational Verifier, as appropriate

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.

Representation, negotiation and participation

- Organise, prepare and set up Monitoring Committees and review meetings.
- Contribute to the co-ordination of the programme with programmes lead by national and / or external organisations.
- Represent the Agency in Monitoring and Management Committees.

External communication

- Present the programme and results 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.

Human resources management

- Oversee and coordinate the members of the Panel Team.
- Participate in staff selection processes, as needed.

ELIGIBILITY CRITERIA

Candidates must fulfil the following eligibility criteria by the deadline for applications (including those referred to in Article 12(2) of the CEOS):

- a) Be a Temporary Agent 2(f), in Union Agencies within the meaning of Article 1(a)(2) of the Staff Regulations, who on the closing date for applications is employed within their Agency in a grade corresponding to the published grade bracket (AD 5 – AD 12).
- b) Temporary staff 2(f) referred to in criterion (a) should have:
 - At least two years' service within their Agency before moving.
 - Successfully completed the probationary period provided in Article 14 of CEOS.

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 which corresponds to having completed a PhD in Chemistry, plus two years of professional experience as a researcher,
- Or at least 5 years of professional experience as a researcher in Chemistry.
- Knowledge of English at level C1, according to [the Common European Framework of Reference for Languages](#).

Advantageous selection criteria

- Further research qualifications in Synthetic Chemistry and Materials.
- Experience in working as a researcher in international research projects and / or the management of research projects, particularly at European level.
- Experience in supervising, motivating and managing people.

Job-related competencies

- Strong diplomatic and negotiation skills.
- Solution-oriented mind-set, constructive and collaborative approach.
- Strong analytical and leadership skills.
- High level of perseverance and determination.
- Excellent written and spoken communication skills in English.

HOW TO APPLY

If you are interested in applying, please submit your application in English by **4 May 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-IAM-02-2026 – CV.
2. A **motivation letter** in English. The motivation letter must be saved in PDF with the title FAMILY NAME – ERCEA-IAM-02-2026 – 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 process if they do not:

- Meet all the eligibility criteria.
- Send a complete application including all requested elements.
- Complete the CV and motivation letter in English.
- Send their application by the deadline.

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 Vacancy Notice will be in English and will be sent to the e-mail address through which candidates submitted their application. Should candidates' e-mail addresses 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 Unit 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.

In parallel with the publication of this Temporary Agent Inter-Agency Mobility notice, the post will also be published internally. Additionally, in accordance with the applicable regulatory framework, the recruiting service will screen existing Reserve Lists.

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 possible written exercise invitation. The interview and possible written exercise are planned to take place as of May 2026. As a general rule, the dates set by the ERCEA cannot be changed at the candidates' request.

Recruitment Panel

A Recruitment Panel consisting of at least two members from the recruiting service, an HR Representative and possibly a member from another service, will interview the shortlisted candidates. The names of the Recruitment Panel members will be communicated to the candidates invited to interviews. Under no circumstances should candidates approach the Recruitment Panel, 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 Recruitment Panel shall observe the principle of equal treatment.

CONDITIONS OF EMPLOYMENT

In case of an offer of engagement, the selected candidate may be offered a contract ensuring continuation of the person's employment and career in the category of temporary staff 2(f).

The contract signed with the ERCEA shall be concluded without interruption of the contract concluded with the Agency of origin ('the preceding contract') and shall fulfil the following requirements:

- the same grade and the same seniority in the grade as the preceding contract;
- the same step and the same seniority in the step as the preceding contract.

If the contract with the Agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by the ERCEA for an indefinite period.

In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract shall be the same as that which the ERCEA would have set in case of a renewal of contract of one of its agents.

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, Recruitment Panels 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 process, 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, or lack thereof, 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](#).