

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 (EU) 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.

The ERCEA is establishing a reserve list to fill current and future vacant FG IV posts of:

Project Advisers/Scientific Officers in Life Sciences - CA FG IV

Reference	ERCEA-CAJM-262-2026
Selection type	Contract Agent Job Market
Contract type	Contract Agent 3(a) - Function Group IV (full-time)
Deadline	15 September 2026 at 12:00 pm (Brussels time)

POSITION

The Project Adviser/Scientific Officer would join the Life Sciences Unit (ERCEA.B.3) 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 Unit comprises 45 highly committed and qualified staff members, divided into nine [ERC Panels](#). These Panel Teams cover different areas of research and scholarship in Life Sciences:

- [LS1](#) Molecules of Life: Biological Mechanisms, Structures and Functions
- [LS2](#) Integrative Biology: From Genes and Genomes to Systems
- [LS3](#) Cell Biology, Development, Stem Cells and Regeneration
- [LS4](#) Physiology in Health, Disease and Ageing
- [LS5](#) Neuroscience and Disorders of the Nervous System
- [LS6](#) Immunity, Infection and Immunotherapy
- [LS7](#) Prevention, Diagnosis and Treatment of Human Diseases
- [LS8](#) Environmental Biology, Ecology and Evolution
- [LS9](#) Biotechnology and Biosystems Engineering

In addition, the Unit includes an LS 'Synergy' Panel, linked to the ERC Synergy call.

Project Advisers/Scientific Officers support 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).

The key strengths needed to establish trust-based relationships with different stakeholders and manage demanding situations include effective organisational, analytical and communication skills, as well as outstanding drafting and presentation skills. Project Advisers/Scientific Officers need to demonstrate the capability to drive independent work forward in the context of a broader team effort.

While Project Advisers/Scientific Officers are not directly involved in scientific research, the position requires 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 Project Adviser/Scientific Officer in Life Sciences would work in a Panel Team of three to four Scientific Officers under the supervision of senior Scientific Officers/Panel Coordinators and would be entrusted with the following tasks and duties:

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 and conduct of the meetings, and the documentation of results.
- Contribute to the development of guidelines, guidance and new approaches relating to the proper implementation of the ERC programme.

Project management

- Assess the scientific implementation of funded projects through periodic reviews, 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, guidance 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.
- Contribute to publications produced by the programme intended for external stakeholders.
- Identify and disseminate best practices and facilitate the exchange of experience.
- Collect information and draft replies to questions from external stakeholders.
- Produce reports and minutes on high-level meetings as required.

ELIGIBILITY CRITERIA

On the application deadline, candidates must fulfil each of the following criteria (including those referred to in Article 82.2(b) and 82.3 of the CEOS):

- Be employed as a Contract Agent 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 three-year period must have been completed either entirely as a Contract Agent 3(a) or entirely as a Contract Agent 3(b). Cumulative periods of employment as a Contract Agent 3(a) and 3(b) will not be considered.
- Be employed in the same Function Group as that of this selection process (FG IV) and have successfully passed the equivalent EPSO FG IV selection tests.

This selection process is also open to Contract Agents 3(a) who belong to the Function Group below that of this selection process and who have passed a selection process under the exercise referred to in Article 13 of Commission Decision C(2017) 6760.

Contract Agent Job Market selection processes organised by the ERCEA are not open to Contract Agents already working at the ERCEA.

SELECTION CRITERIA

Candidates must clearly demonstrate in their application how and to what extent they meet the selection criteria.

Essential selection criteria

Applications from candidates who do not meet one or more of the essential selection criteria will not be considered further. Candidates must meet each of the following essential selection criteria by the application deadline:

- Strong academic background in Life Sciences, including at least a completed master's level degree.
- Three years of professional research experience, or a PhD, in a relevant scientific area of Life Sciences.
- Knowledge of English at C1 level, in accordance with the [Common European Framework of Reference for Languages](#).

Advantageous selection criteria

- Good knowledge of the state of the art in the field and the ability to make use of it in portfolio analysis and feedback to policy.
- Further research experience in an area relevant for the profile.
- Experience 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.
- Knowledge of European research policies and programmes.

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 to handle several tasks simultaneously.
- Ability to deliver high-quality results both individually and as part of 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 15 September 2026 at 12:00 (midday) Brussels time to ERC-SELECTION@ec.europa.eu. The application must include:

- A two-page CV in English (any pages beyond the first two will be disregarded). The CV must be saved in PDF format and named FAMILY NAME – ERCEA-CAJM-262-2026 – CV.
- A motivation letter, saved in PDF format and named FAMILY NAME – ERCEA-CAJM-262-2026 – Motivation letter.
- A SYSPER certificate and/or a screenshot or copy of your current contract confirming your eligibility in line with the eligibility criteria set out above.

If the application has been submitted successfully, candidates will receive a confirmation email shortly after the submission. Candidates are strongly advised not to wait until the last minute to submit their application. The ERCEA cannot be held responsible for delays caused, for example, by heavy internet traffic or connection difficulties. Candidates are responsible for the information provided in their application and for ensuring that all the information is complete and accurate before submitting it.

IMPORTANT INFORMATION

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

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

If invited to an interview, the following rules apply:

- The interview must take place in a well-lit private area with as little clutter as possible and without any unauthorised materials.
- Candidates must be alone in the room during the interview. If the interview takes place in a shared living space, candidates must ensure that household members do not disturb them during the interview.
- Upon request by the Selection Committee or its Secretariat, candidates may be asked to show their surroundings (e.g., desk, screen, etc.).
- Candidates must refrain from reading any documents (including their CV or motivation letter) or using AI during the interview.
- Candidates must refrain from taking written notes during the interview. They may request that questions be repeated without penalty.
- Candidates must maintain the confidentiality of the interview process, including by refraining from disclosing the content of the questions to anyone.

Furthermore, if it is established at any point in time that information provided in an application has been falsified or that a candidate had cheated during the interview, the candidate will be disqualified from the selection process. At any stage of the selection, the ERCEA can request candidates to provide, for example, certified copies of degrees and diplomas, or references. These documents should not be sent during the selection process unless requested by 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' email address change, they are asked to inform ERC-SELECTION@ec.europa.eu.

The selection process is expected to be completed as of November 2026. Candidates will be informed of the outcome of the different stages of the selection process in due course.

Admission to the selection process and assessment of applications

Following the application deadline, the HR Team will verify candidates' eligibility based on the information provided in their applications in accordance with the eligibility criteria set out above.

The recruiting service will shortlist eligible applications in accordance with the selection criteria set out above.

Interview and possible written exercise

The ERCEA testing phase consists of an interview and, where applicable, a written exercise to check the specific skills required for the position (e.g. drafting skills). The exact testing arrangements will be outlined in the invitation to the interview and, where applicable, written exercise. 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 an interview. Under no circumstances should candidates approach the Selection Committee, either directly or indirectly, in relation to this selection process. The ERCEA Director reserves the right to disqualify any candidate who does not comply with this instruction. In assessing candidates' merits, the Selection Committee shall observe the principle of equal treatment.

Reserve List

Candidates who successfully complete the ERCEA interview and, where applicable, the written exercise are included in a Reserve List initially valid for at least two years. The Reserve List will be approved by the ERCEA Director and will include the candidates who meet the evaluation criteria, listed in alphabetical order. Candidates included in the Reserve List may be offered a post when a vacancy arises for which their profile is considered suitable, subject to reference checks. Inclusion on the Reserve List does not imply any entitlement to employment.

CONDITIONS OF EMPLOYMENT

If offered an engagement, candidates will be recruited as Contract Agents in Function Group IV under Article 3(a) of the [Conditions of Employment of Other Servants](#) and the Commission Decision C(2017)6760 final of 16/10/2017 ([General Implementing Provisions \(GIPs\)](#)).

The basic monthly salary in Function Group IV before deduction of EU Institutions' tax (the salary is not subject to national taxation) ranges from EUR 4,449.31 to EUR 6,444.59 depending on the length of professional experience. In addition to the basic salary, the remuneration package may include further monthly allowances (e.g. an expatriation allowance of 16% of the basic salary, a household allowance, etc.). For example, a Project Adviser with six years of professional experience following the required degree, who is single and entitled to an expatriation allowance, would receive an estimated monthly net salary of EUR 4,749.49.

EQUAL OPPORTUNITIES

The ERCEA values diversity 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, in accordance with Article 1(d)(1) of the Staff Regulations.

DATA PROTECTION

The ERCEA ensures that applicants' personal data are processed in accordance with 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 read carefully the [Data Protection Notice](#), which provides useful information about the processing of their personal data and on their relevant rights.

APPEAL PROCEDURE

In assessing candidates' merits, the Selection Committee observes the principle of equal treatment. If candidates nevertheless consider that this principle has not been applied in their case, they have the right, within 10 calendar days of the date on which they receive notification of the decision, 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 by the absence of a decision, they may, within three months of the date on which they 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](#).