

# 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 looking for a:

### Policy Analyst

|                       |                                               |
|-----------------------|-----------------------------------------------|
| <b>Reference</b>      | ERCEA-IAM-04-2026                             |
| <b>Selection type</b> | Temporary Agent Inter-Agency Mobility         |
| <b>Contract type</b>  | Temporary Agent 2(f)                          |
| <b>Grade bracket</b>  | AD 5 - AD 12                                  |
| <b>Deadline</b>       | 15 September 2026 at 12:00 pm (Brussels time) |

## POSITION

The Policy Analyst would join Sector ERCEA.B.0 “Scientific Impact and Feedback to Policy”, which is attached to the Head of the Scientific Department of the ERCEA. The Sector consists of 8 staff members and is responsible for the implementation and coordination of a robust, bottom-up Feedback to Policy (F2P) approach across the ERCEA, tailored to the specificities of the ERC. This includes analysing the outputs and impact of ERC-funded research to generate evidence and insights for policymaking, while ensuring that the approach can both anticipate and respond to the needs of policy and scientific stakeholders.

The Policy Analyst would lead the development of systematic portfolio analyses in the context of F2P and strategic foresight initiatives. The role would involve close collaboration with colleagues across the Scientific Department, the Support to the Scientific Council Unit, the Communications Unit and other units of the ERCEA, as well as with relevant activity groups and the Scientific Council. It would also entail liaising with the relevant European Commission services and other F2P groups across agencies.

## JOB DESCRIPTION

### Research, development, and innovation

- Contribute to the establishment of a robust and 'bottom-up' F2P process adapted to the specificities of the ERC that can anticipate and respond to the needs of policy and scientific stakeholders;
- Lead and develop foresight, horizon scanning and other anticipatory intelligence activities to gain in-depth insights into emerging trends and patterns in frontier research;
- Contribute to the development of stakeholder engagement and management plans, as well as partnerships with other agencies and other funding organisations to strengthen ERCEA's strategic activities in feedback to policy;
- Organise, supervise and contribute to systematic portfolio analyses, data visualisation, briefings, factsheets, policy fiches, reports, and other relevant outputs of ERC activities and their impact;
- Follow up and monitor key EU policy priorities and developments in alignment with the definition and implementation of ERC strategic activities;
- Organise, run and/or supervise quantitative and qualitative policy and foresight analyses, studies, data collection, and/or consultations, and liaise with stakeholders in the same areas;
- Structure and analyse policy-relevant data or of scientific value to support, implement and monitor activities relevant to the Sector's mandate;
- Contribute to the development of a plan of annual F2P-related outputs;
- Define actions and organise workshops aimed at better communicating ERC project results and developing its strategic activities, to strengthen the position of the ERCEA as funding agency and simultaneously demonstrating and enhancing its wide impact for society and EU policies;
- Contribute to the development and user testing of relevant IT tools and methodologies needed to document and collect all relevant outputs;
- Promote strong interaction with the management team, the Scientific Council and other Agencies in the context of the implementation of F2P.

### Policy coordination

- Liaise with EC services together with the Head of Sector (e.g. via the clusters, missions, policy DGs, the JRC and parent DG) and other agencies running bottom-up programmes and represent the ERCEA in Commission-led policy feedback activities and groups as needed (e.g. HE F2P group);
- Liaise and collaborate internally with the scientific units, Units A.1 and A.2 and other relevant units to ensure a smooth flow of information, exchange of knowledge and close coordination of relevant initiatives;
- Liaise with the scientific community, external stakeholders and relevant bodies, such as the Scientific Council, the European Commission and other EU institutions;
- Present the ERCEA and F2P related activities at workshops, seminars, conferences and other public or private events when requested.

### Inter-service coordination and consultation

- Handle sector-related questions or requests addressed to the Sector, and coordinate the receipt of technical input and draft responses to relevant stakeholders;
- Provide adequate input to position papers, presentations to outside bodies, communications and other documents concerning ERCEA's activities on scientific impact and F2P;
- Assist in conducting conceptual reflections on the future structural and relational developments of the ERCEA, including help and guidance for the establishment of appropriate connections with the scientific community, ERCEA management stakeholders and other EU bodies;
- Support the Head of Sector and Head of the Scientific Department in relation to the mandate of the Department and/or Sector, short-term projects or other tasks when requested;
- Assist other units/sectors in the Scientific Department in specific tasks such as project follow-up.

## ELIGIBILITY CRITERIA

On the deadline for application, candidates must fulfil each of the following criteria (including those referred to in Article 12(2) of the CEOS):

- a. Be employed as a Temporary Agent 2(f), in Union Agencies in the meaning of Article 1(a)(2) of the Staff Regulations and in a grade corresponding to the published grade bracket (AD 5 – AD 12).
- b. Temporary Agents 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.

Inter-agency selection processes organised by the ERCEA are not open to Temporary 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:

- At least 5 years of professional experience relevant to the tasks outlined in the job description, including experience working at the interface between science and policy and/or in evidence-informed policymaking.
- Knowledge of English at C1 level, in accordance with the [Common European Framework of Reference for Languages](#).

### Advantageous selection criteria

- Experience in strategic foresight.
- Good understanding of policy feedback processes based on scientific portfolio-based analyses and other knowledge management tools.
- Good knowledge of the ERC programme.

### Job-related competencies

- Ability to analyse and synthesise data for policy feedback purposes.
- Excellent prioritisation, organisation and coordination skills.
- Ability to work collaboratively in a team environment, with a strong commitment to knowledge sharing and an open-minded approach.
- Excellent communication and drafting skills, with the ability to explain technical and specialised information clearly and negotiate effectively.

## 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](mailto: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-IAM-04-2026 – CV.
- A motivation letter, saved in PDF format and named FAMILY NAME – ERCEA-IAM-04-2026 – 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 e-mail 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 process, the ERCEA may 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](mailto:ERC-SELECTION@ec.europa.eu).

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

In parallel to the publication of this Temporary Agent Inter-Agency Mobility, the post will also be published internally, and the recruiting service will screen existing Reserve Lists from which the ERCEA can recruit.

### 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 elaborated above.

The recruiting service will shortlist eligible applications in accordance with the shortlisting 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 post (e.g. drafting skills). The exact testing arrangements will be specified 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.

## Committee

A Committee 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. Any contact made by the candidates with the Committee in relation to this selection process constitutes grounds for disqualification from the selection process. In assessing candidates' merits, the Committee shall observe the principle of equal treatment.

## CONDITIONS OF EMPLOYMENT

If selected for the post, candidates may be offered a contract ensuring continuation of the person's employment and career in the category of Temporary Agent 2(f). The contract 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 seniority in the grade as under the preceding contract.
- The same step and seniority in the step as under the preceding contract.

If the preceding contract was for an indefinite period, the Temporary Agent 2(f) shall also be engaged by the ERCEA for an indefinite period. If the preceding contract comes to its natural end on the day of the move, the duration of the contract with the ERCEA shall be the same as that which the ERCEA would have set in the event of renewal of the contract of one of its Agents.

## 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](mailto: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](mailto:ERC-SELECTION@ec.europa.eu). More information on appeal procedures may be found [here](#).