

Temporary Vacancy

Policy Officer for EU Framework Programmes for R&I

The temporary Policy Officer – EU Framework Programmes on R&I is responsible for supporting co-operation among Science Europe Member Organisations and for supporting advocacy activities of Science Europe. To do so, the post holder works closely with experts from the Member Organisations, Science Europe Office staff and with relevant external organisations.

The Association

Science Europe is a membership association of 40 major public European Research Funding Organisations (RFOs) and Research Performing Organisations (RPOs) from 29 countries. Based in Brussels, we promote the collective interests of our Member Organisations through our advocacy work and support them in their efforts to foster excellent European research and innovation by offering a platform for collaboration. We contribute to the development of research policies to the European Research Area and globally through dialogue with Member Organisations and engagement with external partners.

A set of common [values](#) underpins Science Europe's activities, in which scientific knowledge is considered a common good and research a public service. Science Europe recognises the responsibility of all actors in the system to provide the highest possible standards of research quality, ethics, integrity, and inclusiveness and openness in the conduct and manage of research, as stated in our position on [Research Culture](#) and in the [Values Framework](#) for the Organisation of Research. Science Europe Member Organisations develop and implement policies to foster the best conditions of researchers to develop their activities and advance scholarly knowledge within Europe and in the global research ecosystem.

The Position

Reporting to the Secretary General, the position holder will assume responsibilities on the EU Framework Programme on R&I in line with Science Europe's Strategy Plan.

Working with Science Europe RPOs and RFOs, the post holder will:

- Follow the developments on EU Framework Programme for R&I and inform Member Organisations.
- Advocate investments in R&I, better co-operation between national and European actors in collaborative initiatives such as Partnerships, and other relevant developments identified by Science Europe.
- Promote actions in support of widening participation and fostering brain circulation.

Responsibilities

- Co-ordinates all Science Europe activities related to the EU Framework Programme on R&I.
- Supports the Secretary General to liaise between the General Assembly, the Governing Board and the Office, by contributing to the preparation of relevant documents.
- Supports co-operation between Member Organisations and implements activities with relevant Working Groups and Task Forces as necessary.
- Co-ordinates activities in the topic areas of responsibility, including the organisation of events and meetings, and developing advocacy messages.
- Maintains dialogue with external organisations as necessary.
- Drafts or contributes to briefings and reports, policy documents, and other communication materials (such as press releases, press articles, communication campaigns, newsletters, social media, and so on) as determined by Science Europe's activity.
- Collaborates with other Office staff to contribute to the overall realisation of the objectives of the organisation.

Credentials

We are looking for a candidate who has:

- education level to at least Masters' degree, with an orientation towards research values and research in and for society. A PhD degree is desirable, but not necessary.
- 2–4 years of relevant work experience, in research policy or research administration; experience in working in thematic areas relevant to research policy topics.
- sound background on mechanisms of publicly funded scientific research systems in at national, European, and global levels.
- experience working in a Research Performing Organisation or Research Funding Organisation and a good understanding of an international membership organisation or association.
- in-depth knowledge of the policy-making processes at the European level.
- proven capacity in project and event management.
- experience working with academics and policy makers in an international context.
- advanced writing and editing skills in English, and capacity to write articles, reports and policy papers for different audiences.

And the following key skills and competences:

- strong analytical thinking and scientific awareness with the ability to interpret and explain policy developments.
- service-oriented and demonstrated concern for meeting the needs of members in membership organisations.
- proven capacity to deal with stakeholders and broker common positions.
- advanced presentation and facilitation skills.
- strong organisational skills, and the ability to manage time and to work to deadlines.
- capacity to deliver high-quality results under pressure.
- team-oriented and able to work both independently and collaboratively with colleagues for a common goal.

What we offer

We offer a temporary 1-year full-time contract as well as a competitive salary. The salary offered will depend on level and number of years of relevant experience. We also offer benefits such as 'chèques repas' (meal vouchers), 13th month, medical and hospital insurance, pension plan insurance, and supplementary vacation days.

Science Europe is established under Belgian law, and, in consequence, employment is within the Belgian tax and social security system.

The post can also potentially be filled on a secondment basis (for example, a secondment from a Science Europe Member Organisation).

The position is available immediately.

How can you apply?

The vacancy is available immediately. You can apply by sending **your CV and a cover letter** (in English) to careers@scienceeurope.org specifying '**Policy Officer – Horizon Europe**' in the title.

Your cover letter (maximum one page) should outline your suitability and motivation for the post. Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide references. Incomplete applications will not be considered.

The deadline for applications is **19 August 2024**. Applications will be reviewed upon submission and suitable applicants may be contacted for interview prior to the closing date. Please note that only successful applicants will be contacted.

Further information

Please direct any questions to careers@scienceeurope.org; telephone + 32 (0)2 226 0307. More information on Science Europe can be found at www.scienceeurope.org.

Protection of Personal Data

The personal data (CV, motivation letter, and so on) you communicate to Science Europe will be registered and stored in our database. For more information concerning the processing of your personal data, please consult our [Applicants' Privacy Notice](#).