



European Research Council
Executive Agency

Established by the European Commission

ERCEA CALL FOR EXPRESSION OF INTEREST

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 looking for Seconded National Experts (SNEs), also called Research Programme Expert, from public administrations and intergovernmental organisations who will help strengthen cooperation, build up synergies and promote exchanges of best practices. While the ERCEA can benefit from the high level of professional knowledge and experience of the National Experts, the National Experts can learn about the operations of an EU research funding agency and develop new competencies and skills.

Seconded National Experts in Communication

REFERENCE	ERCEA/SNE/249/2025
POSITION	Seconded National Expert (Research Programme Expert)
DOMAIN	Communication
DEADLINE FOR APPLICATION	7 November 2025 by 12:00 (midday) Brussels time.

POSITION

The Seconded National Expert(s) in Communication would join the Communication Unit of the ERCEA. The Unit counts 26 highly committed and qualified staff members and is structured into two sectors 'Global Outreach & Stakeholder Relations' and 'Media & Content' — as well as an Internal Communication team. Together, they collaborate to implement the external and internal communication strategies. The Unit reports directly to the Scientific Council.

The SNE(s) in Communication will support the work of the Unit in engaging with the scientific community, key stakeholders and the general public. The initial period of secondment at the ERCEA would be two years. The secondment is renewable, but the total secondment period cannot exceed six years. SNEs continue to be employed and remunerated by their employers throughout the period of secondment, while receiving allowances from the ERCEA. For more information, please see below.

JOB DESCRIPTION

The SNE in Communication would be working in one of the sectors of the Unit supervision of Communication Agents and would be entrusted with some or all of the following tasks and duties:

- Planning and managing online, physical, and hybrid events.
- Building and maintaining relationships with multipliers, communication partners, and stakeholders.
- Helping to create engaging content for the ERC website, social media, newsletters and other channels (including multimedia).
- Managing the support for the ERC Horizon Europe NCPs network.

ELIGIBILITY CRITERIA

Candidates must fulfil the following eligibility criteria:

- Be a national of an EU Member State or of a European Free Trade Association (EFTA) Member State (Iceland, Liechtenstein, Norway and Switzerland) or a national of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the European Commission on staff secondments (Türkiye).
- Be employed by a national, regional or local public administration or a public intergovernmental organisation (IGO). The SNE's employer shall continue to pay the SNE's salary, maintain their administrative status, and be responsible for all social rights, particularly social security and pension. On this basis, the secondment is not an employment, nor does it lead to an employment.
- Have worked for their employer on a permanent or contract basis for at least 12 months before the secondment and remain in the service of that employer throughout the period of secondment.
- Have a level of education which corresponds to having completed university studies of at least three years, attested by a diploma.
- Have at least three years of experience in administrative, legal, scientific, technical, advisory or supervisory functions.
- Have a thorough knowledge of one EU language and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties outlined in the Job Description. An SNE from a non-member state shall have thorough knowledge of one EU language necessary for the performance of their duties. English is the predominant working language at ERCEA and generally considered the lingua franca of the scientific community.

The rules applicable to National Experts seconded to the ERCEA, the 'SNE Rules', may be found [here](#).

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

- At least three years as communication professional, including, for example, experience in event planning and coordination (online, hybrid, and in-person), communication outreach to stakeholders, press and media relations or content creation.
- Knowledge of English at level C2, according to [the Common European Framework of Reference for Languages](#).

Advantageous selection criterion

- Experience in the field of science and research communication.

Job-related competencies

- Ability to deliver quality results, individually and in a team, working under tight deadlines.
- Ability to work in an international and multicultural context.
- Strong organisational and oral and written communication skills.
- Project/contract management skills.

HOW TO APPLY

If you are interested in applying, please include the following documents:

1. A **2-page CV**¹ (in English and saved in pdf format with the title: FAMILY NAME – ERCEA/SNE/249/2025 – CV).
2. The duly completed ERCEA **Application Form** (in English and saved in pdf format with the title FAMILY NAME – ERCEA/CA/249/2025 – Application Form).
➔ Download the Application Form [here](#) and follow the instructions and rules listed in the Application Form.
3. A scan of your **current contract** stating that you are "employed by a national, regional or local public administration" and "have worked for your employer on a permanent or contract basis for at least 12 months before your secondment".
4. The **declaration on your status of employment**, which can be found [here](#), indicating that you "shall remain in the service of that employer throughout the period of secondment". Specifically, your employer "shall thus undertake to continue to pay [your] salary, to maintain [your] administrative status throughout the period of secondment [and] shall also continue to be responsible for all [your] social rights, particularly social security and pension".

Applicants must send their completed applications (CV, Application Form, current contract and declaration on status of employment) to the Permanent Representations, the EFTA Secretariat, the Permanent Delegation of Türkiye.

The Permanent Representations, the EFTA Secretariat, the Permanent Delegation of Türkiye, must forward the applications to: ERC-SELECTION@ec.europa.eu by **7 November 2025 by 12:00 (midday)** Brussels time.

Following the receipt of the applications by the ERCEA, candidates will receive a confirmation e-mail within three working days.

Applications sent by candidates directly to the ERCEA will NOT be taken into account. Please liaise with your Permanent Representation, the EFTA Secretariat, the Permanent Delegation of Türkiye, to ensure that your application is sent before the deadline.

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.

In the case of multiple submissions, only the latest valid and complete application will be considered.

Candidates are responsible for the information they provide and for ensuring that all the information is complete and correct before submitting the application.

Candidates will be disqualified if they do not:

- Comply with the conditions of application for the Call;
- Include all requested elements in their application;
- Complete the application in English.

Furthermore, if it is established at any point in time that the information in the application has been falsified, candidates will be disqualified from the selection process.

¹ All pages beyond the first two will be disregarded.

STEPS OF THE SELECTION PROCESS

All correspondence regarding this Call for Expression of Interest will be in English and will be sent to the e-mail which candidates indicated in their application. Should candidates' e-mail address change, they are asked to inform ERC-SELECTION@ec.europa.eu.

The selection process will take several months to complete. Candidates will be informed of the outcome of the different stages in due time.

Admission to the selection process

Upon the closure of the publication window through the Permanent Representations, the EFTA Secretariat, the Permanent Delegation of Türkiye to the European Union, the candidates' eligibility will be checked by the ERCEA HR Team based on the information included in the application in line with the eligibility criteria elaborated above.

Assessment of the applications

The Selection Committee will conduct the shortlisting of eligible applications in line with the selection criteria elaborated above.

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 or the recruiting service, 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.

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), both conducted remotely in English.

The exact testing modalities will be outlined in the interview and written exercise invitation.

As a general rule, the dates set by the ERCEA cannot be changed at the candidate's request.

Reserve List

Candidates who succeed in the interview and the written exercise will be included on a Reserve List initially valid for two years, with the possibility of extension:

- The Reserve List will be approved by the ERCEA Director and will include the candidates who meet the evaluation criteria, listed alphabetically.
- Candidates included on the Reserve List could be offered a secondment 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 secondment.

SECONDMENT CONDITIONS

The candidates on the Reserve List may be offered a secondment with the ERCEA under the following terms:

- The initial duration of a secondment is typically two years. The secondment is renewable, but the total secondment period cannot exceed six years (see Article 4 of the SNE Rules).
- The SNE continues to be employed and remunerated by their employers throughout the period of secondment, while receiving from the ERCEA a daily subsistence allowance (currently € 175,38 per diem) and a monthly subsistence allowance depending on the distance between the place of origin and the place of secondment.
- Working in parallel for the ERCEA and the institution from which the National Expert is seconded is not possible.
- The place of secondment (and expected place of residence) is Brussels, Belgium.
- Generous leave entitlements; recuperation of overtime worked; flexible working hours.
- Free access to a European School and access to childcare facilities of the European Commission.
- The ERCEA cares about well-being and offers ample opportunities for personal and professional learning and development.
- During the secondment, the SNE is subject to the obligations of confidentiality, loyalty and the absence of conflict of interest (see Article 7 of the SNE Rules).

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.

PROTECTION OF PERSONAL DATA

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 PROCEDURES

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](#).