

Eurodoc Vacancy Call

We are looking for **1 Open4UA support officer (Remote) (Open)**

Job description:

The position will be responsible for supporting Eurodoc's Open4UA liaison officer and Eurodoc's administrative board. No prior knowledge of Open4UA is required. The Open4UA support officer will be contributing to WP4 of the Open4UA project, in particular the project's milestone "Prioritizing Open Science at the National Level" and specifically the task of co-creating recommendations for the implementation of CoARA principles in the policies and practices of evaluating projects by national funders in Ukraine¹. The work will include

- Preparing the Eurodoc input on deliverables in WP4 of Open4UA. This task includes familiarizing with the topic of how to prioritize Open Science at a National level and Eurodoc's prior work within the field (1.5PM).
- Help drafting the Eurodoc input for the deliverable with the inputs from Eurodoc's board (1PM).
- Communicating the final outcome of WP4 in the Open4UA project to the Eurodoc board and the secretariat (0.5PMs).

What we expect:

- Good oral and written communication skills in English (at least B2 level);
- Good teamwork skills, particularly in a multicultural and multi-disciplinary context;
- Ability to handle sensitive and confidential information with discretion;
- Comfortable working in a remote, multicultural, and collaborative environment;
- Availability during Western European working hours;
- A graduate qualification or higher or experience working in a science policy ecosystem is considered a plus;
- For this position, Eurodoc especially encourages candidates from Widening countries.

What we offer:

- **Contract Type and Duration:** This position will be offered as a service contract (freelancer) from August 1st, 2025, until October 31, 2025. The duration can be extended based on performance. Applicants must have all necessary arrangements (e.g., tax registration, legal status) in their country of residence to work as freelancers.
- **Compensation:** 1700 € per PM
- **Time Commitment:** 3PMs or a total of 444 hours.
- **Work Arrangement:** Flexible working hours, remote position.

¹ The recommendations provide an approach to the implementation of assessment of researchers and research organisations in Ukraine based primarily on qualitative judgement. The recommendations encourage Ukrainian HEIs and other public bodies in charge of education and research to join the CoARA Agreement.

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More information:

Eurodoc, the European Council of Doctoral Candidates and Junior Researchers, is a grassroots federation of 26 national associations of early career researchers (ECRs) from 24 countries across Europe. Eurodoc was established in 2002 and is based in Brussels. As a representative of doctoral candidates and junior researchers at the European level, Eurodoc engages with all major stakeholders in research, higher education, and innovation in Europe.

How to Apply:

Please follow these instructions to apply:

1. Prepare your application by combining your Motivation Letter (max 1 page) and CV (max 2 pages) into one PDF document. Rename the combined PDF file as follows: SupportOfficer_[YourFullName].pdf
2. Email your application to info@eurodoc.net
3. Deadline for submissions: [July 31th, 14.00 CEST] (Applications may be evaluated on a rolling basis).
4. Starting Date: As soon as possible.

The position will remain open until it is filled.

We will not provide a status update of individual applications. Only shortlisted candidates will be contacted for an online interview.

If you have any technical queries, please contact: info@eurodoc.net.