

Job Announcement

Mission Coordinator

The mission of the position is to support the Grant Evaluations Operations Manager in delivering high quality services to Grant Evaluations activities; for third parties as well as internally, in coordinating the various tasks and resources required by a specific activity, in contributing to the development and improvement of processes linked to internal quality assurance in Grant Evaluations activities, and in developing new external contracts.

The position will report to the Grant Evaluations Operations Manager.

This position will involve:

- Supporting the Grant Evaluations Operations Manager in developing, implementing and coordinating Grant Evaluations operations including standardisation and harmonisation of procedures between various activities and development/improvement of guidelines and procedures;
- Developing and providing training and technical support to the relevant ESF administrative and scientific staff;
- Ensuring (in liaison with Finance) availability of accurate and updated integrated financial information on Grant Evaluation missions at corporate level, including reporting and presentations when required, in an appropriate form and in a timely manner;
- Supporting and maintaining the framework required for the efficient implementation and coordination of Grant Evaluation activities (developing database structure, operating procedures and guidelines...);
- Liaising with IT for interfaces and procedures (both database- and web-related) for the Grant Evaluation services;
- Supporting the organisation in the development of contracts, in the drafting of budget scenarios and financial offers, as well as the planning of internal and external resources involved;
- Supervising Grant Evaluation operations
 - Preparing and overseeing IT developments required for specific activities;
 - End to end coordination of tasks and resources required to deliver specific Grant Evaluation activities;
 - Acting as the administrative point of contact for external partners;
 - Acting as the administrative point of contact for the Grant Evaluation actors (Research Associates, panel secretary...);
 - Ensuring, with the Operations Coordinator-Grant Evaluations, that specific Grant Evaluation process and associated outcomes meet with the required level of quality.

The Mission Coordinator should demonstrate the following competencies:

- Bachelor's or Master's degree or equivalent and substantial work experience (over 5 years) in an international environment, ideally in a scientific organisation;

- Proven administrative experience and knowledge of office procedures;
- High standard of spoken and written English as the working language;
- Proven highly proficient working knowledge of MS Office systems (especially MS Word, Access, Excel, PowerPoint and Web tools);
- Knowledge of project management and science management;
- Basic knowledge and experience of staff management;
- Good organisational skills and capacity to deliver on allocated tasks and respond in a timely manner to deadlines;
- team-orientated work ethic;
- Ability to manage priorities;
- Strong inter-personal and communication qualities within a multi-national context, with discretion, diplomacy and tolerance;
- Proven track record in running Calls for tenders and in implementing Grant Evaluation processes;
- Ability to draw up clear and concise documents in English;
- Knowledge and experience of financial and budgetary control;
- Action-orientated and responsible;
- Creative, willing to take initiative, and continuously improvement-minded;
- Ability to work independently within the context of objectives set by the Coordinator-Grant Evaluations;
- Ability to convey convictions/opinions;
- Transparency in working;
- Commitment to “customer care” with colleagues throughout the organisation and to ensuring external customer satisfaction;
- Ability to advise and mentor less experienced colleagues;
- Positive and constructive attitude.

Employment conditions:

- The position is expected to be full-time (100% FTE) and will start as soon as possible.
- The contract offered is a 12 months contract (replacement) + possible extension.
- The person selected for the position will be working from the ESF Headquarters in Strasbourg.

Please send your application (cover letter + CV in English) by **23 February 2026** to jobs@esf.org quoting the following reference **MC2026**. Interviews will be held in Strasbourg in February **2026**.

The ESF will not discriminate, nor allow its staff to discriminate, against any member of staff or applicant for employment or ex-employee on the basis of gender (including in cases of pregnancy or maternity); age; ethnic, national or social origin; religion or belief; sexual orientation; disability; political opinion; social or economic condition or health.