

## CALL FOR APPLICATIONS: *Policy Officer*

<b>Job reference:</b>	AE2025-0060 (IBH - SRI-IBH) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Position:</b>	Policy Officer
<b>Regime and location:</b>	INESC Brussels HUB, Brussels (In-person with occasional travel)
<b>Work field:</b>	Senior support to management and policy engagement

### Job summary:

INESC TEC is an R&D institution that aims to create a sustainable future through science, technology and innovation with an impact on society, and is accepting applications for 1 Policy Officer.

**Responsible:** Ricardo Migueis

**Duration of the contract:** Open-ended contract (CDI - *Contrat à Durée Indéterminée* – Starting date: 1 April or as agreed between parts)

**Location:** INESC Brussels HUB, Brussels and availability to travel

### Job description:

**INESC TEC is an R&D institution committed to creating a fulfilling and sustainable future through impactful science, technology and innovation.**

**We are seeking Policy Officer to join our Brussels HUB.** As part of a small and dynamic team, you will directly support the Head of INESC Brussels HUB in advocating for the priorities of the INESC network within the EU research and innovation ecosystem.

This position offers a unique opportunity to work on the forefront of science and technology policy, engage with EU stakeholders, analyse policy trends, build influence at the EU level, and position INESC institutes as key stakeholders in EU programs, overall “sensing and seizing” opportunities aligned with INESC’s strategic framework.

The ideal candidate will demonstrate strong autonomous working capabilities and adaptability in a dynamic environment.

**Work Area:** Senior support to management and policy engagement, related to the representation of the largest R&I institution in Portugal.

**Job description:** The selected person will work in the INESC Brussels HUB headquarters, in Brussels, and will report to the Head of the INESC Brussels HUB.

#### Key Responsibilities

##### Strategic Policy Engagement:

Monitor and analyze EU research and innovation policies, identifying opportunities for INESC institutes.

Build relationships with EU institutions, policymakers, and research networks to promote INESC’s interests.

Represent INESC Brussels HUB at EU-level events, discussions, and consultations.

##### Stakeholder Collaboration and Coordination:

Support the Head of INESC Brussels HUB in maintaining and expanding partnerships with stakeholders across academia, industry, and public administration.

Facilitate information exchange between INESC institutes and EU entities to align activities with strategic EU priorities.

##### Development and Implementation:

Actively contribute to the design and execution of the yearly Plan of Activities, ensuring alignment with our “opportunity sensing and seizing” strategic framework.

Prepare briefings, reports, and position papers that synthesize complex EU policies into actionable insights.

##### Awareness Building and Advocacy:

Develop and deliver targeted advocacy strategies that highlight INESC’s role in advancing EU R&I goals.

Organize workshops, networking events, and knowledge-sharing sessions to boost INESC’s visibility.

##### Operational Support:

Collaborate on internal processes, ensuring timely communication and coordination with the headquarters.

Handle operational tasks necessary for the smooth functioning of the Brussels HUB.

**INESC Brussels HUB** plays a pivotal role in developing and implementing projects and tenders of strategic importance. Additionally, it actively collaborates with pre-award teams across institutes to enhance proposal development efforts. It also leads communication and visibility initiatives at the EU level. Therefore, sensitivity and prior experience in collaborating with pre-award and communication teams is highly valued.

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### Requisites and Qualifications:

#### Education and Professional Background:

A master's degree in European studies, public policy, international relations, or a related field. Ph.D. holders or equivalent expertise in a relevant domain are strongly encouraged to apply.

A minimum of 3 years of experience in EU policy, research management, or a related field, preferably with exposure to EU funding mechanisms like Horizon Europe.

#### Required competences:

- **Strategic Knowledge:** Deep understanding of EU R&I policy landscape and governance frameworks
- **Analytical Ability:** Proven experience in synthesizing complex policy information and developing actionable strategies
- **Autonomy:** Demonstrated ability to work independently and deliver results in a high-autonomy, small team environment
- **Relationship Skills:** Strong communication, negotiation and networking abilities, with experience in high-level stakeholder engagement
- **Adaptability:** Strong learning agility and ability to adapt in dynamic policy contexts
- **Management & Organization:** Excellent organizational and time management skills, with proven ability to handle multiple priorities
- **Language Skills:** Proficiency in English required; knowledge of Portuguese or other EU languages is valued
- **Digital Competencies:** Experience with digital collaboration platforms and remote working tools

**Type of contract:** Belgium contract of indetermined duration.

#### We offer:

- **Collaborative Environment:** Be part of an international, diverse, and socially responsible workplace that values inclusion and multicultural perspectives.
- **Work-Life Balance:** Benefit from flexible hours and hybrid working arrangements that support your personal and professional life.
- **Benefits Package:** Comprehensive benefits including birthday leave, health insurance, and public holidays.
- **Impactful Role:** Opportunity to contribute to strategic goals within the EU Research and Innovation framework in Brussels.
- **Professional Growth:** A platform for personal and professional development, contributing to high-impact initiatives at the EU level.
- **Competitive conditions:** A 14-month benchmarked competitive salary, adjusted to your experience level and private health insurance, beyond the basic package.

**Application process:** Filling in the fields in the "Submit Application" section on INESC TEC's website. The candidates who fulfill the minimum requirements will be admitted to the assessment and selection phase.

#### Evaluation and selection methodology:

Consisting of two phases, the first involves a Curriculum Assessment (CA) and the second an Individual Interview (IE). All parameters are assessed on a scale of 0 to 100, taking into account merit, suitability and preference factors.

The CA parameters and their respective weights are:

**Professional Experience (PE, 40%):** Years of relevant experience in the field (30%); Relevance of previous positions (10%)

**Academic Background (AF, 40%):** Highest academic degree obtained (30%); Relevance of courses to the position (10%)

**Additional Certifications and Qualifications (CQ, 20%):** Additional certifications/training relevant to the position (10%); Verification of preference factors (10%)

Candidates with AC < 50 are excluded on absolute merit. The best five candidates who are not excluded on absolute merit are called for the EI. The Final classification (FC) is obtained from the AC (70%) and the EI (30%).

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**Disability Incentive:**

Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment

Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment.

Said score may, in these cases, exceed 100 points.

Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23 - currently in effect.

**Selection Jury:** President of the Jury: João Claro

Member: Inês Lince

Member: Ricardo Migueis

**Notification of results:** The results of the selection process will be sent to the interested by electronic mail.

**Application period:** From 2025-02-04 to 2025-02-17

**Application submission:** Electronic form filling in [www.inesctec.pt](http://www.inesctec.pt) in the section [WORK WITH US](#)