

At the EASAC Secretariat, hosted by the Austrian Academy of Sciences ([OeAW](#)) in Vienna, the position of a

SCIENTIFIC POLICY OFFICER (F/M/X)

(full-time, 40h per week)

is to be filled. The starting date is expected to be January 1st, 2025.

EASAC is seeking a full-time Scientific Policy Officer (SPO) for the EU-funded project SAPEA 3 (Science Advice for Policy by European Academies). The project (planned for 01/2025–06/2029) is part of the Scientific Advice Mechanism (SAM) to the European Commission, and includes the EASAC-led work package on the “Use of Artificial Intelligence in the SAM”.

Tasks and Responsibilities:

The successful applicant will join a team of SPOs working in SAPEA. This position will act as the organisational lead on behalf of the SAPEA Consortium for preparing Evidence Review Reports whenever EASAC leads, and support the preparation of ERRs as required. Tasks will include, among others:

- Acting as lead SPO for the work package on the “Use of AI in the Scientific Advice Mechanism”
- Working closely with the EASAC Secretariat, the SAPEA Coordinator, the SAPEA SPOs, the SAM Secretariat, the SAPEA communications team, the Group of Chief Scientific Advisors, and other representatives of the European Commission
- Drafting project outlines, including work and budget plans, and proposals for the outputs (i.e. Evidence Review Reports)
- Contributing to the technical and financial reports of the SAPEA project
- Organising meetings of working groups (virtual, hybrid, or in-person) and consultation processes
- Maintaining ties with stakeholders in the science for policy advice ecosystem
- Contributing to organizing the peer review process of scientific publications
- Undertaking project-related communications activities
- Being involved in cross-cutting activities in the SAPEA project
- Supporting the EASAC Secretariat in organisational matters with respect to the project

Profile of Requirements:

- A master’s degree
- Proven knowledge in the field of Artificial Intelligence and/or AI ethics as well as curiosity in using and exploring AI tools, and in assessing them
- Experience in science-based policy advice
- Familiarity with the science-policy interface at the European level and the respective network of stakeholders
- Excellent organisational and managerial skills, including for evidence gathering processes
- Excellent oral and written proficiency in English
- Versed communication skills, with the ability to communicate complex scientific issues to target audiences, and scientific writing skills
- High interpersonal and intercultural skills, including experience in building and maintaining strong working relationships with a range of colleagues, as well as internal and external stakeholders
- Previous working experience in an EU-funded project is an asset
- Willingness to travel within the EU

Our offer:

- Employment by the Austrian Academy of Sciences under an Austrian labour contract
- Gross salary in the range of € 62.000 per year
- A multifaceted and exciting field of activity in a dynamic environment
- An appreciative and motivating working environment in a supporting team
- Attractive flexitime arrangements
- City centre location with excellent public transport connections

Interested candidates are requested to send their CV and a motivation letter to the EASAC Secretariat **by September 8th, 2024**, at secretariat@easac.eu, with reference to “Application SPO SAPEA”.

Interviews for shortlisted candidates will take place in October/November 2024, in Vienna or online.

About SAPEA:

The EU-funded project SAPEA is a consortium comprising six European Academy Networks: Academia Europaea, ALLEA, Euro-CASE, EASAC, FEAM, and YASAS. These networks bring together more than 120 academies from over 40 countries across Europe. Together with the Group of Chief Scientific Advisors and the SAM Secretariat in the European Commission, SAPEA forms part of the Scientific Advice Mechanism (SAM), which provides independent scientific evidence and policy recommendations to the European institutions by request of the College of Commissioners.

SAPEA assembles interdisciplinary working groups of scientific experts to produce Evidence Review Reports or other scientific inputs for the advisors. These reports are supported by systematic literature reviews. SAPEA aims to ensure wide geographical coverage, including participation from widening countries and strives for gender diversity, the inclusion of all relevant scientific fields, and interdisciplinarity in its process. An open and inclusive approach is taken to involve experts who are not academy fellows, as well as early and mid-career researchers. Experts contribute on a voluntary basis.

For further information about the SAPEA project, you may refer to:

<https://scientificadvice.eu/about-us/sapea/academies-and-networks/>

Call: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/wp-call/2023-2024/wp-horizontal-expenditure_horizon-euratom-2023-2024_en.pdf, page 9.

About EASAC:

The European Academies’ Science Advisory Council (EASAC) is formed by the national science academies of the EU Member States, Norway, Switzerland and the UK, and was founded in 2001 at the Royal Swedish Academy of Sciences.

EASAC’s 30 member academies collaborate with each other in giving advice to European policy-makers. Through EASAC, the academies provide collective, independent, strictly evidence-based advice about scientific aspects of policy issues to those who make or influence policy and legislation within the EU institutions and in EU Member States. EASAC aims to deliver advice that is comprehensible, relevant, and timely. Drawing on its memberships and networks of academies, EASAC accesses the best of Europe’s scientific expertise in performing its work. EASAC covers all scientific and technical disciplines, focusing on challenging questions in the fields of environment, energy, climate, and biosciences, including public health.

EASAC is currently hosted by the Austrian Academy of Sciences, with the EASAC Secretariat based in Vienna, Austria.

For more information, visit www.easac.eu.

The Austrian Academy of Sciences (OeAW) and EASAC pursue a non-discriminatory employment policy and value equal opportunities and diversity. In particular, individuals from under-represented groups are strongly encouraged to apply.