

The European Patients' Forum (EPF)

is looking for a

Project and Capacity Building Officer

For full job description and how to apply see below

Deadline for applications: 18 March 2016

EPF is the umbrella organisation of pan-European patient organisations active in the field of European public health and health advocacy.

EPF was founded in 2003 to become the collective patients' voice at EU level, manifesting the solidarity power and unity of the EU patients' movement. EPF currently represent 65 patient organisations, which are chronic disease-specific patient organisations operating at EU level, and national coalitions of patient organisations.

EPF's vision is high quality, patient-centred, equitable healthcare for all patients throughout the European Union.

EPF facilitates exchange of good practice and challenging of bad practice on patients' rights, equitable access to treatment and care, and health-related quality of life between patient organisations at European and at Member State level.

For more information please visit our website www.eu-patient.eu.

Job Title: Project and Capacity Building Officer

Start date: spring 2016

Location: Brussels, Belgium

Reporting lines: reporting to Director of Programmes and Operations

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EPF is seeking a Project and Capacity Building Officer who will be involved in the following tasks/activities:

- monitoring and implementation of various European projects in which EPF is currently participating, in particular EUPATI (Patients' Academy on Therapeutic Innovation)
- supporting the implementation of the EPF Capacity Building Programme for patients' organisations which is currently being rolled out in Romania, Hungary, Slovakia, Bulgaria, and Poland, as well as at the European level

Key Responsibilities:

- Operational responsibility for the implementation of the project activities,
- Representing EPF at project meetings as well as external events as needed
- Contribution to preparation of technical/progress reports related to EPF projects
- Writing dissemination materials and ensuring effective dissemination
- Planning, monitoring, and implementation of the EPF Capacity Building Programme for patient organisations at national and European level, which includes:
 - design of new training modules
 - identification and selection of local experts and trainers
 - liaising with EPF members and all other participating organisations in the countries concerned,
 - supervising the work of external contractors to ensure they deliver on time, on budget and to the right standards of quality
 - designing and implementing monitoring and evaluation plans and activities in respect of individual training modules as well as the Capacity Building Programme as such
- In addition the post holder may be asked to support other work of the EPF Secretariat as assigned

Profile of the candidate

Essential

- University degree in any related disciplines
- Minimum professional experience of three years in a similar capacity
- Knowledge of EU funding programmes, in particular the Public Health Programme, Horizon 2020 programme, and Innovative Medicines Initiative
- Experience in designing and delivering programmes, projects, and complex tasks on time and within budget
- Knowledge/experience in delivering capacity building programmes and activities, especially for NGOs
- Knowledge/experience of designing, implementing quantitative and qualitative research methods (surveys, focus groups, interviews, etc.) and reporting outcomes of such activities
- Experience of collaborative working between different stakeholder groups
- Experience in supervising the work of external consultant and trainers
- Fluent English, written and spoken and at least another European language
- High level ability to use electronic office tools (word processing, spreadsheets, email, Internet, etc.);

- Availability to travel
- Commitment to patient-centred healthcare and EPF's core values
- Ability to be self-driven and work independently and within tight deadlines
- A flexible approach to work both in terms of job content and time management
- Excellent organisational, analytical, communication and negotiation skills
- Excellent problem-solving skills
- Pro-active

Desirable

- Experience of NGO work within the field of healthcare
- University or post-graduate level studies related to healthcare or public health
- Experience in the field of medicines' Research and Development with a focus on patient involvement
- Knowledge of languages of the countries where the Capacity Building Programme is implemented
- Experience working in Central and Eastern European countries and/or understanding of challenges civil society, especially patient organisations in this region face
- Experience in planning and delivering training to civil society groups
- Knowledge of monitoring and evaluation strategies and methodologies, including impact assessment

Additional information

The candidates selected will be invited to an interview in the 4-5 April 2016. She/he will be required to complete a written task during the interview.

We offer

- Full time position giving the opportunity to progress and to integrate in a young, dynamic and multi-cultural team in European environment.
- 1 year contract with possibility of extension.
- Salary depending on experience. Benefit package including lunch vouchers, health care insurance (hospitalisation and ambulatory care) and pension insurance.

To apply

Qualified candidates should submit, only via email (mail subject: "Application for Project and Capacity Building officer"), a CV in English and a cover letter outlining how you fulfil the profile specification, the added value you can offer to our organisation and your expectations from this post to: veronique.tarasovici@eu-patient.eu by 18 March 2016 at the latest.

The selected candidate should be prepared to start as soon as possible.

Although only short-listed candidates will be contacted, we thank all applicants for their interest.