

## The European Patients' Forum (EPF)

EPF is seeking a dynamic and committed professional to fill the Assistant to the Secretary General and Head of Office post within the organisation. The **Assistant to the Secretary General and Head of Office** will make the Secretary General's travel arrangements, keep her agenda and layout power presentations. The person will also manage external correspondence and organise meetings for the Secretary General.

The Assistant to the Secretary General and Head of Office also includes financial aspects with preparing requests of payments, processing invoices and expense claims and preparing payments in the online bank account. The person will also support the Head of Office in HR and sponsorship management.

This is a part-time 50% post.

For the job description and how to apply see below

Deadline for applications: 2nd August 2015

Interview will be held in Brussels between 18th and 21st August 2015

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 represents 64 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](http://www.eu-patient.eu).

**Job Title:** Assistant to the Secretary General and Head of Office, reporting to the Head of Office

**Start date:** October 2015

**Location:** Brussels, Belgium

**Deadline for application:** 2 August 2015

**Interview dates:** between 18th and 21st August 2015

## Job Description

### Main tasks and responsibilities

#### Assistant to Executive Director

- Keep agenda
- Book travel and hotels in line with internal procedures
- Draft expense claims
- Manage external reimbursement claims
- Organise internal and external meetings in line with EPF procedures
- Manage external correspondence
- Layout of power point presentations and documents
- Provide ad hoc support to Secretary General upon request

#### Logistics for the EPF staff

- Implement online approval system for accommodation and travel for EPF team
- Edit and layout of documents in line with EPF branding
- Provide a back-up for office and event management in case of absence
- Filing (printed and electronic) of key documents including projects' core documents and supporting documents (for reporting and audit purposes)
- Taking messages for team members

#### Financial aspects

- Process invoices and expense claims in line with internal procedures
- Maintain electronic archive of invoices
- Prepare payments in the online bank account
- Prepare requests of payments
- Monitor the credit card and lodge card

#### Assistant to Head of Office

- Support Head of Office in HR management
- Support Head of Office in sponsorship management
- Provide ad hoc support upon request

## **Candidate's profile**

### **Essential**

- High attention to detail
- Strong planning and organisational skills
- Fluent spoken and written English and French
- Excellent written and verbal communication skills
- Ability to build relationships with external contacts
- Proven commitment to high professional ethical standards and diversity and learning in the workplace
- Excels at operating in an fast pace, community environment
- Excellent computer skills and proficient in excel, word, power point, outlook, and database tools

### **Desirable**

- Understanding of financial management procedures
- Experience in working in an EU NGO

## **PERSONAL QUALITIES AND ATTRIBUTES**

- Demonstrable commitment to the vision and the mission of the European Patients' Forum
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and ability to work as part of a team

## **Additional information**

The candidates selected for an interview will be required to complete a written assignment prior to the interview meeting.

### **We offer**

- A varied and exciting position in a dynamic and multi-cultural team in a European environment
- Salary dependent 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 Assistant to Sec Gen and HoO", a cover letter and a CV in English to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) by **2<sup>nd</sup> August 2015** at the latest. Candidates who do not respect this will be automatically rejected.

The selected candidate should be available to start in October 2015.

**Please note that only short-listed candidates will be contacted. We thank all applicants for their interest in EPF and our work.**