

**The European Patients' Forum (EPF) is recruiting a  
Policy Officer  
Part-time (50%) position  
CDD 1 year  
Deadline for applications: 21.04.2021  
To start as soon as possible  
Please note applications will be reviewed on a rolling basis.**

**Location : EPF Secretariat offices, 180 Chaussée d'Etterbeek, 1040 Brussels**

## **BACKGROUND**

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 75 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see [www.eu-patient.eu](http://www.eu-patient.eu)

## **PURPOSE OF THE ROLE**

The Policy Officer will support EPF's policy work relating to access to medicines and medical devices, including patient involvement in EU pharmaceutical and medical devices regulation and in clinical research.

## **KEY RESPONSIBILITIES**

- Monitoring of the policy environment relating to pharmaceuticals and medical devices, timely and proactive provision of intelligence and analysis on:
  - The EU Pharmaceutical Strategy, including medicines shortages, access to medicines, legislation on blood, tissues and cells, orphan medicines, etc.
  - Implementation of the EU Clinical Trials Regulation and international activities and collaborations relating to clinical trials;
  - Implementation of the EU Medical Devices Regulation and in-vitro Medical Devices Regulation;

- European Medicines Agency, including pharmacovigilance;
- Support in consulting EPF's membership on pharmaceutical-related topics, support with drafting policy statements and positions to ensure a patient perspective in EU policies;
- Desk research and drafting a concise policy brief for EPF's members on biosimilar and generic medicines, and other topics if required;
- Drafting relevant content for EPF's communication channels, drafting speaker briefs and presentations for external meetings on pharmaceutical / medical devices regulatory issues, access to medicines and clinical trials

In addition, the candidate may be asked to support other work of the EPF Secretariat as assigned.

## KNOWLEDGE, SKILLS AND EXPERIENCE

### *Essential*

- Academic degree in European Affairs, Public Health, or other relevant field
- Knowledge of EU institutions and policy-making procedures
- Knowledge of EU policy and regulatory frameworks on pharmaceuticals and medical devices
- Knowledge of the work of the European Medicines Agency
- Knowledge and understanding of patient advocacy, especially the added value of patient involvement in research and development of medicines and devices and in regulation
- Outstanding capacity to conduct analysis and write clear and concise text in various formats, e.g. reports, briefings and presentations
- Native-level written English
- Solid communication skills
- Advanced computer literacy

### *Highly desirable*

- Knowledge of quantitative and qualitative research methodologies
- Knowledge of other EU languages than English
- Previous work experience from a patient organisation or other public health non-governmental organisation in the relevant fields

## PERSONAL QUALITIES AND ATTRIBUTES

- Ability to work independently with minimal supervision
- Ability to manage a complex workload, to plan and prioritise effectively

- Ability to work within a diverse and multicultural team
- Understanding the importance of working within a remit and being accountable to elected officials and the membership
- Ability to implement EPF's core values in your work
- Ability to be politically impartial in the application of duties

## KEY INTERFACES

### *Internal*

- Director of Policy
- Senior Policy Adviser
- Communications team
- Projects team

### *External:*

- EPF member organisations
- External health policy stakeholders, including health NGOs and policy-makers
- Members of the European Parliament and their assistants
- European Commission

## WE OFFER

- A friendly, dynamic, and multi-cultural team and international working environment
- An opportunity to gain hands-on experience on EU health policy and advocacy work working for a highly respected organisation
- Part-time, CDD contract of 1 year
- A monthly gross salary of between €2,585.80 - €2,805.03 pro-rata for part time position & depending on experience, coupled with various benefits: lunch vouchers, end of year bonus, transportation offered in line with our internal policy, health care (hospitalisation and ambulatory care) and pension insurance.

## HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English and 2 references, to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) (Subject line: **“Application for the position of Policy Officer”**).

The deadline for applications is 28.04.2021 23:59. Please note applications will be reviewed on a rolling basis.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.