

The European Patients' Forum (EPF) is recruiting a

Project Assistant

Full-time (100%) position

CDI

Deadline: 4 October 2021

To start as soon as possible

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

PURPOSE OF THE ROLE

EPF currently holds a large projects portfolio financed by the Third Health Programme, Horizon 2020 Research Programme and the Innovative Medicines Initiative.

The Project Assistant will support the projects team on all administrative tasks.

The role requires a versatile personality and flexibility to adjust to deadlines and ability to tackling competing priorities.

KEY RESPONSIBILITIES

- Managing the Head of Programmes agenda
- Setting up online internal and external project meetings (setting the date, logistics, invitation, follow-up after the meetings, technical support during the meeting, minute taking)
- Scheduling regular meetings and recording action points for the team
- Breaking projects into doable tasks and monitoring timelines (excel or online tool)

- Creating and updating workflows
- Tracking project progress (excel or online tool)
- Supporting the team with speaking engagements (providing profile pictures and bios, formatting presentations)
- Supporting the team with technical and financial reporting
- Supporting the team with travel requests, reimbursement claims, etc. (After COVID-19 travel restrictions ended)
- Supporting the team with administrative tasks related to member and patient engagement (MoU, agreements, requests for payment, tracking engagements, etc.)
- Liaising with the Operation Teams

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Proven experience in office and information management (at least 1 year);
- Interest in working within an NGO environment;
- Fluent spoken and written English and working knowledge of French;
- Expertise with Microsoft Office Suit and digital communication tools
- Excellent time management skills and ability to multi-task and priorities work;
- Strong organisational and planning skills in a fast-paced environment;
- Attention to detail and can-do attitude.

PERSONAL QUALITIES AND ATTRIBUTES

- Commitment to the vision and the mission of the European Patients' Forum;
- Excellent interpersonal skills and ability to work as part of a team;
- Excellent interpersonal, communication, and problem-solving skills;
- Project management skills;
- Reliability and discretion;
- Positive and upbeat approach

KEY INTERFACES

Internal

EPF Staff:

- Head of Programmes
- Project team (5)

External:

- Project partners

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
- A full-time position 100%, open-ended contract
- A monthly gross salary of between €2000-€2150/month 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, additional holiday, flexible working conditions, working from home allowance

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 (Subject line: **“Application for the position of Project Assistant”**)

The deadline for applications is **4 October 2021 23:59**.

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.