

**The European Patients' Forum (EPF)**  
is recruiting an autonomous, reliable and solution-oriented

**Project Officer**

To join its Secretariat in April 2018

Deadline for applications: 28<sup>th</sup> February 2018

Interviews week of 5<sup>th</sup> March 2018

Starting date: April 2018

Gross salary: between 2200 and 2600 euros gross/month, depending on experience

## Background

The **European Patients' Forum (EPF)** was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU. EPF currently represents 74 national coalitions of patients' organisations and disease-specific patient organisations working at European level, and. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe. More information: [www.eu-patient.eu](http://www.eu-patient.eu)

### About EUPATI

EUPATI is a programme that aims to increase the capacity of patient leaders to understand and contribute to medicines research and development, and to improve the availability of objective, reliable, patient-friendly information for the public. To this end, EUPATI organises intensive blended learning courses and develops educational materials in several languages. More information: [www.eupati.eu](http://www.eupati.eu)

## Job Description

**Job title:** Project Officer

**Reports to:** Programme Manager and EUPATI Coordinator

**Location:** Chaussée d'Etterbeek 180, 1040 Bruxelles

### Purpose of the role

The Project Officer will support EPF's participation in different European projects related to patient engagement, education and involvement. S/he will notably work on EPF's project on medicines development [EUPATI](#).

### Key Areas of responsibility

#### PROJECT MANAGEMENT

- Coordinating EPF's contribution to different projects;
- Ensuring the timely delivery of EPF obligations and commitments as set out in project agreements;
- Assisting with partnership management, liaising with project partners (academia, consultancies, industry, decision-makers...);
- Acting as a course adviser and liaison point for participants to the EUPATI project;
- Acting as an interface between EPF and EUPATI Alumni;
- Maintaining an overview of progress and financial expenditures of projects under his/her responsibility (financial management);
- Ensuring timely and accurate submission of project technical and financial reports;
- Responding to external requests on projects under his/her responsibility.

#### ADDITIONAL TASKS RELATED TO PROJECT MANAGEMENT

- Supporting with proofreading of project deliverables;
- Liaising with the EPF Policy Team and relevant colleagues on a regular basis to ensure projects outcomes are integrated into EPF's broader work;
- Ensuring the dissemination of project-related work, in cooperation with the Communications team.
- Supporting the Project Team in project development tasks (including drafting proposals and preparing administrative files).

## Profile of the candidate

### REQUIRED

- 3 years of experience in the field of project management;
- Good project financial management skills (budgeting, reporting)
- Outstanding planning and organisational skills, proven ability to set, communicate and maintain timelines and prioritise;
- Experience in managing suppliers and in managing call for tenders procedures;
- Ability to work in a fast-paced environment;
- Solution-oriented;
- Excellent English skills (native English an asset) and knowledge of at least another European language;
- Excellent communication and interpersonal skills, both verbal and written;
- Commitment to the vision and the mission of the European Patients' Forum;
- Empathy to peers; ability to anticipate and meet the needs of participants who are patients;
- Ability to work autonomously;
- Ability to work with colleagues in virtual locations.

### DESIRABLE

- Previous work experience in an NGO;
- Understanding of medicines development an asset;
- Experience with Content Management System (ideally Wordpress);
- Experience with Customer Management Systems;
- Experience with Learning Management Systems (ideally Moodle);
- Experience with Adobe Creative Suite (ideally Photoshop, Illustrator, InDesign);
- Knowledge of further EU languages.

## Our offer

- A full-time position giving the opportunity to progress and to integrate a dynamic and multi-cultural team in a European environment;
- A monthly gross salary of between 2200 and 2600 euros gross / month depending on experience;
- A package including lunch vouchers (8 euros), transportation costs, health care (hospitalisation and ambulatory care) and pension insurance;
- A one-year contract renewable depending on performance and funding.

## TO APPLY

Qualified candidates should submit, only via email (mail subject: “Application for the position of Project Officer”), a cover letter, a CV in English and two references to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) by 28<sup>th</sup> February 2018 at the latest.

We will be screening applications and interviewing on an ongoing basis. Therefore, please do not hesitate to send your application before the deadline.

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

The selected candidate should be ready to start in April 2018.