

**The European Patients' Forum (EPF) is recruiting a
Project Assistant
CDI - Full-time (100%) position
Open-ended contract
To start as soon as possible
Deadline: 23h59, Monday 20 May 2024**

Interviews will take place on a rolling basis

Location: EPF Secretariat offices, 180 chaussée d'Etterbeek, B - 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 78 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 Horizon Research Programme, the Innovative Medicines Initiative (IMI), Innovative Health Initiative (IHI) and EU4HEALTH projects.

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 tackle competing priorities.

KEY RESPONSIBILITIES

Project Support:

- Setting up online internal and external project meetings (setting the date, logistics, invitation, follow-up after the meetings);
- Scheduling regular meetings and recording action points for the team;
- Assisting in coordinating EPF staff involved in projects, facilitating collaboration and task management.

Budget Assistance:

- Supporting in the management of project budgets, ensuring adherence to financial guidelines and efficient resource allocation;
- Supporting the team with administrative tasks related to member and patient engagement (MoUs, agreements, requests for payment, tracking engagements, etc.);
- Liaising with the Operations Team in monitoring EPF’s use of project resources and contributing to overall budget monitoring and financial management improvements.

Reporting and Communication:

- Assisting in the preparation and submission of technical and financial project reports as required by Project Coordinators;
- Acting as person of contact for the collection and reporting of credit card payments (prepare and scan receipts and invoices, filling out the workbook monthly) for the Projects Team;
- Liaising with the rest of the EPF team for any additional questions related to projects.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Proven experience in office and information management (at least 1 year);
- Interest in working within an NGO environment;
- Fluent spoken and written English;
- Expertise with Microsoft Office Suite and digital communication tools;
- Excellent time management skills and ability to multitask and prioritise work;
- Knowledge of general and analytical accounting is a plus;
- 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 communication, and problem-solving skills;
- Project management skills;
- Reliability and discretion;
- Positive and upbeat approach.

KEY INTERFACES

Internal

EPF Staff:

- Project team (4)

External:

- Project partners

WE OFFER

- An open-ended contract for a full time position;
- A friendly, dynamic, and multi-cultural team and international working environment;
- A family-friendly environment;
- Opportunities for growth working for a highly respected organisation in EU health policy and advocacy;
- A competitive monthly salary depending on experience and knowledge, coupled with various benefits:
 - lunch vouchers;
 - transportation offered in line with our internal policy;
 - complementary health care insurance (DKV hospitalisation and ambulatory care);
 - pension insurance; travel insurance;
 - flexible working conditions;
 - teleworking allowance in line with our internal policy (NB working from the office will be the norm in the induction phase);
 - Year-end bonus depending on the overall performance of the organisation.

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 23h59, Monday 20 May 2024.

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.