

Scientific and Policy Officer

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Company: European Psychiatric Association (EPA)

Location: Brussels

Category: other-general

The European Psychiatric Association is the largest international association of psychiatrists in Europe, with active members in 88 countries. It includes leading experts covering the interests of psychiatrists in academia and in practice. The EPA deals with psychiatry and its specialised disciplines, focuses on the improvement of care for the mentally ill and on the development of professional excellence. The EPA gathers individual members, as well as 44 National Psychiatric Associations across Europe. Its main activity is the organisation of scientific events, in particular the European Congress of Psychiatry once a year in a European city. We have a vacancy for a full-time Scientific and Policy Officer in our Brussels office, who will support the EPA Executive Director in his duties and in the coordination of EPA's advocacy and project work at the European level.

Tasks

Main duties and responsibilities include:

1 . **Support the EPA's policy and project activities**

Monitoring EU policy developments and funding opportunities relevant to the EPA, providing regular reports on pertinent items and suggesting ways in which the EPA could leverage developments to engage with policymakers

Developing, with the Executive Director, plans for engaging with policy makers and promoting EPA advocacy activities at EU and national level

Carrying out practical research and literature review on relevant topics

Providing technical and administrative support for the EPA's involvement in ongoing / future European projects, in partnership with other organisations

1 . Promotion and dissemination of EPA activities:

Preparing briefing notes and PowerPoint presentations

Coordinating with the President and the Executive Director on consultations, position statements and communications with partners as well as coordinating and submitting relevant EPA input to various EU consultations.

Contributing to the EPA's project dissemination and communication activities (e.g., articles for the website, newsletter, annual report)

Preparing the annual EPA Forum and supporting other Congress activities when necessary

Ensuring regular briefings and communication with the EPA Office in Strasbourg

1 . Assistance in the organisation and follow-up of EPA meetings and events:

Management of logistics and technical support (room rental, catering etc.)

Preparation and archiving of presentations, documents and materials

Writing of minutes and reports

1 . Additional administrative tasks as required:

Drafting of administrative correspondence in English / French

Managing and updating databases and mailing lists

Requirements

Profile:

Required:

Demonstrated interest in European affairs and health and research policies

Familiar with research methods and terminology related to public (mental) health

At least 3 years of experience in policy and/or project management.

Excellent communication skills in English (fluent oral and written), with proven ability to write clearly and concisely with professional fluency.

Project management mindset and excellent organisational skills: ability to take initiative, multi-task, prioritise and work under set deadlines or under pressure, flexible.

Methodological, attentive to detail and result-oriented.

Strong collaborative and diplomatic skills: team-oriented, able to work with diverse and demanding group of people.

At ease in multicultural and remote environments.

Full command of Microsoft Office/365 software (Word, PowerPoint, Excel, Teams, Outlook, etc.).

Desired:

University degree (preferably Bachelors or Masters) in international relations, political science, communications or related disciplines.

Knowledge of and experience with association and international environments.

Working knowledge of French, other languages a plus.

Project management certification.

Experience with web content management systems and online email marketing tools (i.e., WordPress, MailChimp).

Benefits

Working conditions:

Start as soon as possible, and at latest July 2024. Full-time – 12-month temporary contract.

Based in the EPA Brussels Office in Belgium (partial teleworking possible under set conditions).

Some travel in France and Europe, sometimes during weekends.

Small and dynamic multi-cultural team.

Remuneration and additional benefits to be discussed during interview, depending on experience.

Please note:

Candidates should have authorisation to work in Belgium.

Interviews will take place in person in Brussels or virtually in the second half of May.

Written and oral fluency in English is a requirement; please do not apply if you are not fluent in English.

Contact:

Please send your **CV and motivation letter** (including your salary expectations and earliest possible start date) in **English** under the reference [REF: EPA – Scientific and Policy Officer] **by 05 May 2024.**

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