

EU Affairs Assistant Manager

Organisation:	EANM - European Association of Nuclear Medicine
Job function:	EU Affairs Assistant Manager
Location:	Brussels, Belgium
Type:	Full time
Starting date:	September 2024

We, the European Association of Nuclear Medicine, are seeking a motivated and detail-oriented EU Affairs Assistant Manager to join our team in Brussels. The successful candidate will support both our EU projects and EU policy initiatives, playing a crucial role in advancing EANM EU advocacy strategy. This is an excellent opportunity for an individual with a passion for EU affairs, public policy, and the healthcare sector to make a significant impact.

Your profile

You love to work in a dynamic, scientific international field, you are service- and team-oriented, can deal with a multitude of different partners even under time pressure, have a strong hands-on mentality and great time management skills. Ideally you are already experienced in EU projects management and EU Public Affairs with 1 – 2 years of work experience in a similar position (including internships).

Your primary duties and responsibilities:

EU Projects Support:

- Monitoring funding opportunities.
- Assist in the planning and implementation of EU-funded projects.
- Support the preparation of application writing, project reports, documentation, and deliverables in accordance with EU guidelines.
- Organize and participate in project meetings and workshops.
- Monitor project budgets and ensure compliance.

EU Policy Support:

- Legislative Monitoring: Monitor and analyse EU policy developments relevant to nuclear medicine and healthcare.
- Assist in the development and implementation of EANM's policy and advocacy strategies.
- Liaise with EU institutions, industry stakeholders, and other relevant organizations.

Administrative Support:

- Provide administrative assistance to the EU Affairs Team.
- Maintain accurate records and files related to EU projects and policy activities.
- Contribute to the communication activities of the EU Affairs Team.
- Assist with the preparation and coordination of internal and external meetings.

Your skills:

- Bachelor's degree in European studies, political science, public health, or a related field. A master's degree is an asset.
- Strong understanding of the EU institutions, decision-making processes, and funding programs.
- Interest for health policy.
- Previous experience in a similar role within an association, NGO, or EU institution is desirable.
- Excellent written and verbal communication skills in English. Proficiency in other EU languages is an advantage.
- Strong organizational and project management skills with attention to detail.

What we offer:

- Welcoming and vibrant culture with an enthusiastic, multicultural and inclusive team.
- Multi-faceted duties
- Based on Home Office and Public Office in Brussels with at least one yearly trip to the EANM Headquarters in Vienna, Austria and one yearly trip to the EANM Annual Congress.

Please send your application (including motivation letter & CV) via e-mail to euaffairs@eanm.org. Any questions are welcome.