

## JOB DESCRIPTION

JOB TITLE	Projects and Grants Assistant
JOB LEVEL	CIP Internship
DEPARTMENT	Projects and Grants Department at SIOPE Europe (SIOPE) – European Society for Paediatric Oncology
JOB ANNOUNCEMENT	<p>SIOPE Europe is recruiting a PROJECTS AND GRANTS ASSISTANT for a paid internship (M/F) to provide support to the organisation. This is an excellent opportunity to gain insight into the EU-funded project management, grant application processes, and international collaboration efforts. You will develop in-depth knowledge of project administration and grant management within an impactful organization, enhancing your skills and experience.</p> <p>The internship is for six months, under a remunerated CIP contract (Convention d'immersion professionnelle).</p>
JOB OBJECTIVE	<p>The Projects and Grants Assistant is responsible for supporting the coordination and administration of project and grant activities, including assisting with documentation, stakeholder communication, and dissemination processes to ensure effective project execution and alignment with organizational goals.</p>
MAIN RESPONSIBILITIES	<p>Main Responsibilities</p> <ul style="list-style-type: none"> <li>▪ Project Implementation Support <ul style="list-style-type: none"> <li>• Assist in the coordination and administration of EU-funded projects, ensuring alignment with project timelines, deliverables, and compliance requirements.</li> <li>• Help track project milestones and prepare progress reports to keep stakeholders informed.</li> </ul> </li> <li>▪ Event Management <ul style="list-style-type: none"> <li>• Support planning, logistics, and execution of project-related events, workshops, and meetings.</li> <li>• Coordinate with partners, speakers, and attendees to ensure smooth event operations and manage post-event follow-up activities.</li> </ul> </li> <li>▪ Dissemination and Communication <ul style="list-style-type: none"> <li>• Assist in creating, curating, and disseminating project updates, newsletters, and other communications materials.</li> <li>• Manage dissemination channels and platforms, ensuring that project activities, outcomes, and achievements are effectively communicated to target audiences.</li> </ul> </li> <li>▪ Administrative and Documentation Support <ul style="list-style-type: none"> <li>• Maintain accurate records, organize project documentation, and assist in preparing reports and presentations.</li> <li>• Support financial and administrative tracking for project expenses and budgets.</li> </ul> </li> <li>▪ Stakeholder and Partner Coordination <ul style="list-style-type: none"> <li>• Collaborate with internal and external stakeholders, ensuring timely communication and support for project activities.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Facilitate information flow between project teams, partners, and consortium members to maintain high engagement levels.</li> </ul>
DESCRIPTIONS OF THE RELATIONSHIPS	<p>Reporting to:</p> <ul style="list-style-type: none"> <li>SIOPE CEO</li> <li>Projects and Grants Department at SIOPE</li> </ul>
SKILL SPECIFICATIONS	<ul style="list-style-type: none"> <li>Fluency in spoken and written English (other European languages would be an asset)</li> <li>Excellent written and verbal communication skills.</li> <li>Strong organizational skills and attention to detail for documentation and event logistics.</li> <li>Collaborative mindset to work seamlessly with cross-functional teams and external partners.</li> <li>Analytical skills to support data gathering and grant compliance requirements.</li> <li>Adaptability to respond to changing project needs and proactively address challenges.</li> <li>Proficiency in Microsoft Office Suite; familiarity with project management and communication (including Canva) tools is a plus.</li> </ul>
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> <li>University degree in project management, international relations, public administration, or a related field.</li> <li>No prior work experience required, but eagerness to gain hands-on experience in project coordination.</li> <li>Interest or background in healthcare, cancer issues, EU projects, or non-profit work is an asset.</li> <li>Highly organized, detail-oriented, and capable of multitasking in a fast-paced environment.</li> <li>Willingness to travel occasionally for project-related events and meetings (limited possibility).</li> </ul>
DEADLINE FOR APPLICATIONS	<p>Submit your application by <b>20 November 2024</b>. We will be reviewing applications on a rolling basis.</p>
APPLICATION PROCEDURE	<p>Please send your CV and letter of motivation with the subject "Projects and Grants Assistant - first and last name" to: <a href="mailto:lyuba.karpachova@siope.eu">lyuba.karpachova@siope.eu</a></p>