

JOB DESCRIPTION

JOB TITLE	Policy Officer, European Society for Paediatric Oncology (SIOPE Europe)
JOB LEVEL	Officer (Mid-level)
DEPARTMENT	Policy Affairs

About us	The European Society for Paediatric Oncology (SIOPE Europe or SIOPE) is the only pan-European organisation representing researchers and healthcare professionals working in the field of childhood cancers. With more than 2,500 members across 35 European countries, SIOPE is leading the way to ensure the best possible care and outcomes for all children and adolescents with cancer in Europe.
JOB OBJECTIVE	The SIOPE Europe Policy Officer will contribute to the implementation of the organization's European policy strategy across three main pillars: <ul style="list-style-type: none"> ▪ Advocating towards European Union (EU) and other European policy stakeholders ▪ Upholding the visibility of the organization on the EU policy arena ▪ Coordination of EU policy events and projects
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> ▪ Develop content for SIOPE advocacy letters, position papers, and policy presentations ▪ Coordinate inputs of the SIOPE Board and key partners into advocacy campaigns, policy statements, and EU consultations ▪ Liaise with key external stakeholders on the EU policy arena ▪ Coordinate policy events ▪ Coordinate policy-related meetings and provide regular updates to the SIOPE Steering / Policy Committee ▪ Monitor opportunities to engage in EU policy projects of relevance to the organization ▪ Coordinate EU and other policy related projects
DESCRIPTIONS OF THE RELATIONSHIPS	<p>Reporting to:</p> <ul style="list-style-type: none"> ▪ SIOPE Director of Policy Affairs (day-to-day) ▪ SIOPE Chief Executive Officer <p>Close collaboration with:</p> <ul style="list-style-type: none"> ▪ SIOPE Director of Policy Affairs ▪ SIOPE Communication Coordinator ▪ SIOPE Education & Working Group Coordinator ▪ SIOPE Projects Coordinator

<p>SKILL SPECIFICATIONS</p>	<ul style="list-style-type: none"> ▪ Very good written and verbal communication skills in English, other languages an asset ▪ Strong and enthusiastic communicator ▪ Capacity to interact and build strong relations with a diverse/multi-cultural members/stakeholder/colleagues. ▪ Administrative and computer skills, including good knowledge of MS Office, Internet, email technologies. ▪ Ability to take initiative, prioritize and work under set deadlines ▪ Ability to function accurately and efficiently in a multi-task work environment ▪ Ability to work independently and in team
<p>PROFILE & EXPERIENCE</p>	<ul style="list-style-type: none"> ▪ At least 3 years professional experience in EU affairs in roles pertaining to policy, advocacy, public affairs, or communications, preferably but not necessarily in the health sector ▪ Good understanding/ working knowledge of European Institutions and procedures ▪ Previous experience with European Commission Projects are advantageous ▪ Knowledge of healthcare, cancer issues and oncology is an asset ▪ Experience or special interest in the not-for-profit sector is an asset ▪ Willing to travel on limited scale (in Europe) ▪ Applicants must provide a work permit valid in Belgium.
<p>WE OFFER</p>	<ul style="list-style-type: none"> ▪ Learning and development opportunities within a leading scientific society ▪ Multi-cultural work environment ▪ Competitive compensation and benefits ▪ Hybrid working arrangements
<p>HOW TO APPLY</p>	<p>Please email your</p> <ul style="list-style-type: none"> ▪ CV ▪ Motivation letter ▪ Name and contact details of 2 references <p>to Ms. Samira Essiaf and Ms. Olga Kozhaeva by email: samira.essiaf@siope.eu and olga.kozhaeva@siope.eu</p> <p>Deadline: 07 April 2023</p>
<p>Created on</p>	<p>01 March 2023</p>