

## JOB DESCRIPTION

JOB TITLE	SIOPE Europe Project (EU) Coordinator
JOB LEVEL	Coordinator
DEPARTMENT	SIOPE Europe (SIOPE) – European Society for Paediatric Oncology

JOB OBJECTIVE	The SIOPE Project (EU) Coordinator will mainly but not exclusively coordinate/manage several (EU) Projects and or Platforms of the SIOPE Strategic Plan.
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> <li>▪ Provide the necessary support/assist the leader(s) of the Project and (or) Platform <ul style="list-style-type: none"> <li>▪ Develop a project plan</li> <li>▪ Ensure that all projects are delivered on time</li> <li>▪ Create and maintain project documentation such as the technical report and financial report.</li> <li>▪ Investigates &amp; successfully exploits opportunities to improve project delivery: timeline, requirements, specifications.</li> <li>▪ Organizing of monthly teleconference calls and face to face meetings</li> <li>▪ Provide progress reports</li> <li>▪ Monitoring and writing of EU calls</li> </ul> </li> <li>▪ Act as the main contact point</li> <li>▪ Liaise between different project related stakeholders</li> <li>▪ Represent SIOPE related projects and (or) platforms at targeted meetings, conferences and congresses, as appropriate.</li> </ul>
DESCRIPTIONS OF THE RELATIONSHIPS	<p>Reporting to:</p> <ul style="list-style-type: none"> <li>▪ SIOPE CEO</li> <li>▪ Lead Project Coordinator of (various) Projects &amp; Platforms</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>▪ Administrative and computer skills, including good knowledge of MS office, Internet, and email technologies</li> <li>▪ Capacity to interact and build strong relations with a multi-cultural members/stakeholder/staff environment</li> <li>▪ Ability to take initiative, prioritise and work under set deadlines</li> <li>▪ Ability to work independently and in team</li> </ul>
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> <li>▪ University degree or equivalent</li> <li>▪ At least four years' professional experience in coordinating/managing of projects or experience in a similar position is an advantage</li> <li>▪ Multitasking, detail minded and well organised</li> <li>▪ Knowledge of European Projects, healthcare, (paediatric) oncology, radiotherapy, quality assurance in radiotherapy or clinical trials is an asset</li> <li>▪ Willing to travel on limited scale</li> </ul>
UPDATED ON	26 Oct 2023