

## JOB DESCRIPTION

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

JOB OBJECTIVE	The SIOPE Europe Project 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 to 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</li> <li>▪ Investigate &amp; successfully exploit opportunities to improve project delivery: timeline, requirements, specifications.</li> <li>▪ Organize monthly teleconference calls and face to face meetings</li> <li>▪ Provide progress reports</li> </ul> </li> <li>▪ Act as the main contact point between partners</li> <li>▪ Liaise between different project related stakeholders</li> <li>▪ Represent SIOPE Europe 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 Europe 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, and email technologies</li> <li>▪ Capacity to interact and build strong relations with a multi-cultural members / stakeholder / staff</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 projects or experience in a similar position is an advantage</li> <li>▪ Multitasking, detail minded and well organised</li> <li>▪ Knowledge of the 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	07 June 2022
APPLICATION DEADLINE	30 June 2022