

**EPPOSI** is an EU patient-led partnership between patients' organisations, science and industry, founded in 1994 for the exchange of information and discussion of human healthcare policies in the EU.

**Its primary mission** is to establish a strong European alliance of patients' organisations, academic science and industry jointly working on healthcare policies towards the treatment and prevention of serious diseases. Its 40 member organisations operate out of several European countries.

**For its Representation Office of Brussels**, EPPOSI is currently looking for an

### ***EXECUTIVE DIRECTOR***

#### **Function**

The executive director manages the operations of EPPOSI. He/She is responsible for the management of EPPOSI, for external relations and for all internal reporting activities incl. administrative & financial processes. He/She reports to the Board and is supervised by the Chair

#### **Main responsibilities are:**

##### *1. Management & coordination tasks*

- He/she represents EPPOSI to all EU institutions and other external stakeholders in Brussels and in Europe, and liaises with EPPOSI members and health policy experts.
- He/She will help shape the strategic plan and advise clear yearly objectives and activities.
- He/She will support the concept development of EPPOSI events and assist the Organising committees in developing the programme, securing the speakers and organizing the financial aspects of the events.

##### *2. Communication & PR activities*

- He/She is responsible for managing the communication activities of EPPOSI – including acting as a spokesperson when relevant
- He/She maintains effective cross fertilization communication channels between members of the platform.

##### *3.. Administrative tasks*

- He/She will prepare, support and follow up on the meetings of the Executive Committee, Board, General Assembly and Organizing Committees
- He/She will be responsible for the fulfilment of all obligations of EPPOSI under Belgian law

##### *4. Financial tasks*

- He/She will prepare and implement annual work plans for the organization in order to maximize the return for the members
- He/She will implement yearly activities according to proper budgetary procedures and targets.

**Profile**

- Familiarity with the EU Institutions and preferably with good knowledge of public health
- excellent command of English and at least one other European language
- several years of experience in EU Public Affairs, Communications or Stakeholders Representation would be an asset
- general and budget management experience
- excellent communication skills and good facilitator
- good negotiating and networking capabilities
- good team-player
- self-starter and able to work on his/her own initiative
- autonomous

**Offer**

This association offers a permanent full time position (on a self employed basis) within an international environment

To apply, go directly to <http://epposi.onlineapply.be> and use the reference **ea439**.