Vacancy notice | Junior Advisor (Manufacturing)

Vacancy: Junior Advisor (Manufacturing)
Start date: February 2021
Location: Brussels, Belgium

Medicines for Europe is recruiting a **Manufacturing Junior Advisor** to be based at its office in Brussels. Due to the fluctuating situation with COVID-19 outbreaks and the national policy in Belgium, please note that remote working is also expected (in Belgium).
Medicines for Europe represents pharmaceutical companies supplying the largest share of prescription medicines across Europe and is the voice of the generic, biosimilar and value added medicines industries. As a leading partner for better healthcare, we aim to increase the health and wellbeing of all Europeans through better access to high quality medicines. The portfolios of Medicines for Europe members cover 80% of therapy areas, and in so doing, safeguard the sustainability of Europe's healthcare systems for future generations.
The **Manufacturing Junior Advisor** will work with our Quality and Regulatory Affairs Senior Manager in shaping policies on various topics, supporting both internal and external outreach.

Key Tasks and Responsibilities

Reporting to the Regulatory Affairs and Quality Senior Manager, the **Manufacturing Junior Advisor** will:

- Support the Regulatory Affairs and Quality Senior Manager in the different projects and workstreams:
    - *Monitor, analyse, advise* on a number of key scientific, regulatory and policy areas related to quality of medicines covering a broad spectrum of topics: quality development and quality standards, manufacturing and supply chains as well as pharmaceuticals in the environment and antimicrobial resistance.
    - *Research and monitor* policy developments and key topics, including regulatory and science, related to Quality and Compliance, Manufacturing and Supply chain issues, Environmental topics
    - *Coordinate* the corresponding Committee, working group and task forces, including drafting agenda, minutes, reports and briefing notes.
    - *Advocate* on these issues on behalf of Medicines for Europe to the relevant decision makers and other stakeholders such as the European Commission, National Competent Authorities, EMA QWP, EMA Inspectors WP, EDQM, WHO, PIC/S and others.
    - *Liaise* with other European Trade associations (i.e. APIC, EFPIA, AESGP) and other stakeholders on common policy issues on behalf of Medicines for Europe.
    - *Liaise* with and provide support to other Medicines for Europe Sector Groups, Committees and Working Groups on horizontal issues.
    - Provide feedback to the Steering Group, Executive and Board on the issues indicated above, as appropriate.

- Support the organisation of conference and programme development of a range of advocacy & outreach events (including sessions and workshops).
- Draw up the response to public consultations (e.g. draft guidelines), develop position papers and communications, develop and conduct surveys amongst the different working groups and inform association members of developments in the areas indicated above.
- Contribute to the development of communication and educational materials as needed.

Requirements

- Fluency in English.
- Dynamic, entrepreneurial (proactive & autonomous) and high self-motivated personality with a "can-do" mentality
- Excellent administrative and project management skills including ability to handle multiple parallel projects and flexibility to adapt and reprioritise time sensitive issues
- Strong communication and coordination skills, specifically good writing, presentation skills, ability to simplify complex or technical matters.
- Comfortable working in a multi-cultural, international environment.
- Proficiency in Microsoft Office applications such as Word, PowerPoint, Excel, and similar software
- An appropriate university degree (e.g. master's degree in a scientific domain)

Desired skills

- Experience in European health/pharmaceutical policy, European pharmaceutical industry, a Regulatory Authority or in any other organisation dealing with the above-Health/Pharmaceutical policy areas will be an advantage
- Preferably an understanding and knowledge of the pharmaceutical industry.
- Experience in advocating towards decision makers would be an asset.
- Ability in other European languages.

How to apply: Please email your CV and cover letter (maximum one page) to Jocelyne Jados (jjados@medicinesforeurope.com) by **Friday 8 January 2021** – ***MENTION "JrMfg" in your application***
Contract: 1 Year, renewable
Location: Rue d'Arlon 50, 1000 Brussels, Belgium
Conditions: This is a full-time position. Salary commensurate with experience. EU working permit needed for non-EU citizens.

GDPR Compliance:

As a data subject, you have certain rights. You can:

- access and obtain a copy of your data on request.
- require the association to change incorrect or incomplete data.
- require the association to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

Please note that we will keep your information in a secured server and if your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months following the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will do so for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.