

Vacancy notice | Junior Officer (Public Affairs)

Vacancy: Junior Officer

Start date: February 2021

Location: Brussels, Belgium

Medicines for Europe is recruiting a **Public Affairs Junior Officer** 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 (70%) 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.

You will have the opportunity to work on some of the most challenging and fascinating public policy issues currently being tackled in Europe. You will be part of a dynamic and multinational team of experts and you will be able to work closely with our European healthcare professionals.

The **Public Affairs Junior Officer** will work with our Public Affairs Senior Manager in shaping political strategies on various healthcare topics, supporting both internal coordination and external advocacy outreach.

Key Tasks and Responsibilities

Reporting to the Public Affairs Senior Manager, the **Public Affairs Junior Officer** will support in:

- Coordinating within Medicines for Europe working groups and committees, ensuring synergy, coherence and effectiveness by:
 - Drafting agenda, minutes, reports and briefing notes.
 - Informing and gathering information from association members on policy matters
 - Providing feedback, oral and written, to the Executive and Board on the policy issues as appropriate.
- Monitoring the EU legislative process on healthcare & pharmaceutical policy;
- Participating in political/institutional webinars and events and reporting to the M-team as well as to relevant Medicines for Europe working groups and committees;
- Contributing to the development of communication and educational materials, as appropriate.
- Coordinating the preparation for political/institutional meetings (incl. drafting briefing notes).
- Organising events (sessions / workshops / webinars) including programme development and background notes.
- Implementing Medicines for Europe annual advocacy strategy and priorities in coordination with the Board and sector groups;

- Promoting Medicines for Europe's visibility and credibility among policy makers
- Representing Medicines for Europe externally: including officials, authorities, and other external parties.

Requirements

- Fluency in English.
- Knowledge of the functioning of Institutions in both the EU and / or political advisory role in one of the EU Member State capitals, to further strategic objectives.
- Dynamic, entrepreneurial (proactive & autonomous) and highly 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, as well as 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. health, law/political science)

Desired skills

- Creative-thinker and quick learner
- Knowledge in public affairs, advocacy, issues and reputation management, healthcare policy is an asset.
- Understanding of the healthcare & life sciences sector, regulation and policy discussions.
- Experience in a public institution or working with public institution (e.g. advisory role) on policy or communications projects.

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 "JrPA" 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.