



The European Public Health Association – EUPHA – is recruiting a **Policy liaison officer** (m/f) (36 hours per week). The policy liaison officer will work at the EUPHA satellite office in Brussels, Belgium, to support the main office.

**Main responsibilities:**

a) represents EUPHA in Brussels

- represents EUPHA according to the instructions of the Executive Director.
- attends relevant meetings/events; or identifies a EUPHA representative to attend.
- maintains contact with Brussels-based stakeholders, including EUPHA partners, the European Parliament, European Commission.

b) liaises between Brussels and EUPHA office

- updates the EUPHA office about opportunities in Brussels, e.g. events, conferences, public health files

c) identifies interesting opportunities for EUPHA related to European health policy

- follows policy process of (public) health related files
- monitors EU policies, activities and programmes
- assists with the drafting of statements, press releases, policy briefs etc.

d) supports the organisation of EUPHA events in Brussels

- arranging logistics for a EUPHA event in Brussels e.g. location

e) contributes to the operation of the EUPHA office and all the activities of EUPHA and the EPH conference

- performs tasks within the EUPHA office, as delegated by the Executive Director
- assists the Executive Director and Conference coordinator in the planning and organising of the content of the EPH Conference.

**Job requirements:**

- MSc working and thinking level;
- 1-3 years of experience in European public health or related disciplines;
- Familiar with European health policy making;
- Previous experience working in and/or a solid understanding of EU public, legislative and regulatory affairs, including experience in advocacy and dealing with the European institutions;
- Knowledgeable about the policy-making processes at the European level;
- Good communication skills in English;
- Insight in the working field of public health and relevant performers therein.

Competencies:

- Representative;
- Strong communication skills, including face-to-face interaction;
- Stakeholder management;
- Pro-active;
- Independent working.

**We offer:**

A salary between 2500 - 3200 euro gross per month (based on experience), a one-year contract.

**Time plan:**

Applications can be sent to [office@eupha.org](mailto:office@eupha.org) until 15 October 2019. Please include your CV, motivational letter and two references when applying.

- Interviews will be organised in the week of 28 October 2019.
- Preferred commencement: as soon as possible after decision.