



Brussels, 01 February 2023

The [Federation of European Academies of Medicine \(FEAM\)](#) is recruiting a talented and motivated **Policy Officer** to join its Secretariat team.

Title: Policy Officer

Starting date: as soon as possible (ideally 1st of March 2023)

Contract, salary and location: The Policy Officer will be employed by FEAM, under a Belgian labour contract and based in the offices of the FEAM secretariat in Brussels, in Rue d'Egmont 13, 1000. A mix of teleworking and office-based work is offered. Travel within the EU is expected.

Duration: 1-year, full-time contract with possibility of extension subject to performance and funding

The initial gross monthly salary of the successful candidate will be in the region of EUR 2,200 € depending upon his/her experience. There will be in addition a number of employment benefits consistent with the role and the Belgian location.

Interviews will take place on a rolling basis

About the Federation of European Academies of Medicine (FEAM)

FEAM represents a network of 23 national Academies of Medicine, of Pharmacy and of Veterinary Sciences, Medical Divisions of other national Academies. Its mission is to underpin European biomedical policy with the best scientific advice drawn from its member Academies who represent over 4 000 leading scientists from across the whole biomedical spectrum. FEAM seeks to promote cooperation between the Academies and provides them with a platform to formulate a collective voice, with a European dimension, on matters concerning human and animal medicine, biomedical research, education, and health. FEAM strives to improve the health, safety and wealth of European citizens through research by promoting a nurturing, creative and sustainable environment for medical research and training in Europe. More information about FEAM can be found at www.feam.eu

Job Description and key responsibilities

FEAM is looking to recruit a Policy Officer to support the implementation of the FEAM's policy programme. The successful candidate will have at least **2-3 years of experience in EU policy, preferably in the field of European biomedical science policy (or a PhD in a relevant field)**. The Policy Officer will work directly with another Policy Officer and in close cooperation with FEAM staff members. Under the supervision of the Executive Director and the Director of Operations, the successful applicant will support the planning and implementation of current and future projects, including the following:

- Implement FEAM's core policy activities;
- Carry out research, scoping, drafting and reviewing statements and position papers;
- Support FEAM's participation in Horizon 2020 research project PERISCOPE and the ECDC Foresight Project;
- Support the work of FEAM's scientific permanent and *ad hoc* committees of experts;
- Support the engagement of FEAM with its Member Academies and other biomedical stakeholders, and undertake horizon-scanning activities with FEAM Member Academies, academic partners, EU policy-makers and selected biomedical stakeholders;
- Contribute to updates and improvements of FEAM's current policy programme, and support the FEAM team and leadership in the development of new policy programmes and strategic plans;

- Monitor and report on policy news related to FEAM's work (including opportunities such as open consultations and relevant EU projects);
- Build and maintain an extensive and active external network, and organise meetings with various representatives of the EC, other European bodies such as the European Parliament and stakeholders;
- Organise public or virtual events/meetings and support dissemination activities of FEAM;
- Prepare report activities and contribute to the technical and financial reports of FEAM's own policy projects;
- Support the FEAM Secretariat in organisational, communication and administrative matters relative to FEAM's policy activities (including drafting of contracts for experts, minutes and updating internal databases);
- Maintain effective links with other staff members of FEAM;
- Assist the secretariat team at FEAM in other related tasks as needed;
- Provide regular and timely updates to the FEAM leadership, and to other partners when relevant.

Job profile, skills, experience and qualification requirements

- Master's Degree in a relevant field (a PhD would be an asset);
- At least 2-3 years of relevant experience in EU policy (experience in science, health or biomedical policy at EU level would be highly desirable);
- Excellent oral and written proficiency in English (a second EU language would be desirable),
- Excellent writing skills evidenced by previous publications;
- Good understanding of the EU policy-making process, inter-institutional, and other EU stakeholder's ecosystem
- Clear and confident communication skills;
- Experience in managing EU-funded projects would be an asset;
- Experience of delivering reports of the highest quality is required;
- Excellent organisational and management skills;
- Logistical skills for the planning and management of meetings and workshops;
- Experience working with senior representatives from academia or policy would be an asset;
- Strong interpersonal skills, with experience of building and maintaining strong working relationships;
- Experience working in a multi-cultural environment (previous experience within a European membership-based organisation would be desirable).

What do we offer?

- A small and friendly working environment;
- The opportunity of gaining professional experience in a membership-based European biomedical policy organisation;
- Salary according to experience plus an additional package of benefits;
- A full-time contract with possibility of extension subject to performance and funding.

Job application

Please send your CV and cover letter (max. 2 pages)*, including two contact references, by email to info@feam.eu with the subject "Policy Officer Application". We are reviewing applications on an ongoing basis so please submit your application as soon as possible, and **no later than 17 February 2023, 23:59 (CET)**.

*By sending us your CV and cover letter you agree that your data is processed for the purpose of this application only. Please note that we will only contact shortlisted candidates. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.