

## **Project Assistant**

***The EU- funded SAPEA project is seeking a full-time Project Assistant to support the management and coordination of work in the area of Science-based Advice for Policy.***

Starting date: as soon as possible and preferably not later than October 1.

Duration: initially a one-year contract, with potential renewal option subject to funding

### **Contract, salary and location:**

The project assistant will be employed by the Federation of European Academies of Medicine (FEAM), one of the partners of the SAPEA project, under a Belgian labour contract and will be based rue d'Egmont 13, B-1000 Brussels. The monthly gross salary of the successful candidate will be in the region of 2,500 euro. There will also be a number of additional employment benefits consistent with the Belgian location.

### **About SAPEA**

SAPEA ([www.sapea.info](http://www.sapea.info)) brings together knowledge and expertise from across Europe through the Academy Networks, as part of the European Commission's Scientific Advice Mechanism.

### **Tasks and responsibilities:**

The Project Assistant will work under the supervision of the SAPEA Senior Scientific Policy Officer, who is employed by the Coordinator of the project and based in the same building as FEAM. He/she will support the management and coordination of work in the area of Science-based Advice for Policy. He/she will formally report to the FEAM Executive Director who will be responsible for performance management, personal development and contract-related issues.

#### **Main tasks:**

- Contribute to the Consortium's general project support requirements and office efficiency;
- Support the coordination, management and work of scientific projects;
- Act as liaison between SSPO, scientific policy officers, staff team and networks;
- Support the preparation and editing of documents for meetings and workshops.

#### **Responsibilities:**

- Support the management, coordination, development, implementation and cooperation of dedicated projects, to start mainly one project and when time allows, others to follow.
- Participate in the execution of different project-related steps, including assisting with invitation letters, response monitoring, sending instructions to meeting participants (officers/speakers), following up deadlines for submission of abstracts/posters/CVs/presentations etc.
- Help facilitate meetings and contribute to the preparation, organisation and reporting of meetings and workshops (meeting package, non-content-based).
- Responsible for organising and sending correspondences and follow-ups related to meetings and workshops/symposium (prepare drafts, send e-mails, reminders, action points, collect tasks). Where relevant, to assist on actions related to meeting outcomes and decisions with experts and officials.
- Project-related document management: reporting, processing, proofing and co-writing (agendas, emails, programmes, budget, minutes, image handling etc.).
- Reference management for scientific papers and other report-associated work.

- Contribute to the preparation of methodological tools for the development, management and monitoring of projects (plans, guides, templates, standard operating procedures etc.).
- Searching and processing information (project and meeting–related information and knowledge gathering).
- Maintain contacts with partners on aspects concerning projects.

#### **Job requirements/ Experience and Competences**

- Related experience of at least 3 years (assistant or project support management or administration), preferably in international environment.
- Languages: Fluent English; French is an asset.
- Writing and Communication skills.
- Operational and organisational support.
- Bachelor's degree (proof required)
- Excellent typing and proofreading skills.
- Strong attention to detail.
- Computer literate (Word, Excel, PowerPoint, Outlook, Internet, Endnote ideal but not obligatory).
- Flexible and adaptable and able to work in a team.
- Individual must be self-motivated and proactive.
- Holding or able to obtain a working permit in Belgium.
- Delivering quality and results.

#### **We offer:**

- experience working in the European Science Policy Arena
- a multicultural, dynamic and flexible working environment
- initially a one-year contract, with potential renewal options
- SAPEA and FEAM apply an equal opportunities policy and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**How to apply:** Please send your Cover Letter and full CV in English by email to [laurence.legros@feam.eu](mailto:laurence.legros@feam.eu)

**Deadline for applying: September 9. Interviews will be organised in Brussels later in September.**

Only selected candidates will be invited for an interview. More Information on <https://www.sapea.info/> and [www.feam.eu](http://www.feam.eu) and <http://ec.europa.eu/research/sam/index.cfm>

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