



Junior Policy Officer

The Federation of European Academies of Medicine ([FEAM](#)) is looking to recruit a talented and motivated full-time Junior Policy Officer to support the work of the FEAM European Biomedical Policy Forum and other FEAM activities.

Starting date: As soon as possible

Duration: 1 year with possibility of extension (subject to performance and funding)

Contract, salary and location: The Junior policy Officer will be employed by FEAM, under a Belgian labour contract and based partly in the offices of the FEAM secretariat in Brussels. A mix of teleworking and office based work is offered. Travel within the EU is expected subject to travel restrictions linked to the COVID-19 pandemic.

The initial gross monthly salary of the successful candidate will be in the region of EUR 1,700 – 2,000€ depending upon his/her experience. There will also be a number of additional employment benefits consistent with the role and the Belgian location.

About 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.

Responsibilities and tasks

The successful applicant will support the implementation of current policy projects with a focus on policy activities of the FEAM European Biomedical Policy Forum under the supervision of the Forum Scientific Policy Officer. Tasks to accomplish will include:

- Providing policy support in implementing the programme of the FEAM Forum and other FEAM activities;
- Organising internal meetings for Forum partners and Forum public events;

- Supporting the dissemination activities of the Forum and keeping Forum and FEAM members informed about their respective policy activities;
- Supporting a consultation process with Forum partners to generate topics for investigation;
- Keeping informed of ongoing and upcoming biomedical policy issues at the European level to inform the development of the Forum programme and FEAM related policy activities;
- Providing support to FEAM Academies and Forum members in strengthening their links with other biomedical stakeholders and policy decision-makers at the national level in the context of Forum activities;
- Contributing to the preparation of technical and financial reports on FEAM Forum policy projects;
- Supporting the FEAM team in organisational and administrative matters;
- Maintaining effective links with other staff members of FEAM and providing support to the team when needed.

Job profile, skills, experience and qualification requirements

- 2 years of experience in EU policy, preferably in the biomedical policy field, are required;
- A university degree or Master's, preferably in political sciences, law or biomedical sciences, is required,
- Excellent organisational skills, including in event and project management, are required;
- Experience of working with senior scientists in a European or international context would be an asset;
- Excellent oral and written proficiency in English is required;
- Competences in a second EU language would be of value;
- Clear and confident communication skills, with the ability to communicate science policy issues to different target audiences, are required,
- Strong interpersonal skills, with experience of building and maintaining strong working relationships are required,

Job application

Interested candidates should send their CV and a motivation letter by email to info@feam.eu by 21 June 2021. Please do not send any pdf documents larger than 2 MB in size. Only candidates selected for interview will be informed by 25 June. Interviews for this role will take place soon afterwards.

FEAM applies an equal opportunities policy and accept applications without distinction on the grounds of gender, race, colour, ethnic or social origin, religion and belief, disability or sexual orientation.