

The European Haemophilia Consortium is looking for a dynamic, engaged and hard-working Program Officer to join its small Brussels-based team.

**Type of contract:** Full-time, one-year employee contract, renewable  
**Reporting to:** CEO  
**Start date:** May-June 2015  
**Remuneration:** Commensurate with experience

## Summary

The Program Officer will implement the EHC's new program for haemophilia patients with inhibitors.

## Main duties and responsibilities

The Program Officer will be responsible for:

- Driving and implementing the new EHC program for haemophilia patients with inhibitors,
- Conducting surveys and needs assessments, collecting data and compiling data results to inform both programming and scientific recommendations for patients with inhibitors;
- Communicating, liaising and coordinating with haemophilia patients and patients' organisations, as well as with clinicians and other key stakeholders in Europe,
- Leading and supporting the complete process of European consensus discussions and meetings,
- Organising events including patients' meetings, training workshops and scientific conferences,
- Producing advocacy materials, articles, newsletters and other communication tools, including best practices, as necessary,
- Producing and maintaining relevant web pages and content as well as establishing and driving social media network(s) for patients with inhibitors, as needed,
- Providing other support, as needed, for related EHC events and activities,
- Carrying out any other relevant tasks as required by the CEO.

## Qualifications and requirements

- University degree.
- Minimum three to five years of work experience, ideally in a health-related or social sector.
- Demonstrated success in project planning and management.
- Proficient English, working knowledge of Russian or other European languages an asset.
- Excellent written and verbal communication skills.
- Excellent organisational, coordination and logistical skills.
- Able to show initiative, self-start and work independently as well as constructively within teams.
- Able to work professionally with multiple cultures and professions, including patients, volunteers and the medical community.
- Quick-learner, open, flexible, respectful, adaptable and able to work well under high pressure.
- Able to work occasionally on weekends and available to travel in Europe.
- Campaigning experience either for an NGO or public policy consultancy an asset
- Strong computer skills, including experience with MS Office, Adobe and websites.
- Familiarity with haemophilia, rare bleeding disorders or other rare diseases considered an asset.



## Submitting Candidatures

Candidatures should be submitted in writing to [amanda.bok@ehc.eu](mailto:amanda.bok@ehc.eu) by **Sunday, April 26<sup>th</sup>** and must include the below.

1. Cover Letter,
2. CV,
3. Previous remuneration,
4. Contact information for three (3) references.

Incomplete candidatures shall not be considered.  
Only short-listed candidatures will be contacted.

