



# Internship: Policy and Project Officer (6 months)

**Start:** September 2024

**The Biomedical Alliance in Europe** is a not-for-profit organisation representing 35 leading European associations devoted to medical care and biomedical research. It represents more than 400,000 researchers and health professionals ([www.biomedeuropa.org](http://www.biomedeuropa.org)).

The BioMed Alliance's principal goals and objectives are to promote the aims and values of researchers, healthcare professionals and not-for-profit European medical associations and organisations across all medical disciplines.

We facilitate cooperation between our members and represent them in policy and advocacy issues related to health research, continuing medical education and regulatory affairs, including Medical Devices, Academic Clinical Trials, In Vitro Diagnostics and health data sharing. Succinctly, we act as a single voice on transversal health and health research issues, to facilitate multi-stakeholder communication at European level.

### **Location:**

Rue de la Loi 34/36, Brussels

### **Description:**

You will be part of a small team that is responsible for supporting collaboration and communication among the member organisations. You will be involved in the organisation of events, office management, communication, engagement and capacity building with EU decision makers and EU health stakeholders and in providing information to member organisations.

### **Responsibilities:**

- office management activities
- support the team in developing policy campaigns and help implement a broad range of advocacy activities
- draft reports, minutes and policy briefings
- actively develop and maintain a network of contacts and use contact management tools such as contact databases
- support the team in drafting newsletters and communication activities related to the organization's activities
- organise meetings and events
- communicate with a broad network of professionals, experts and policy makers

### **Candidate Profile:**

- You are highly proficient in spoken and written English, as our work is exclusively carried out in that language.
- You have good writing and analytical skills.



## Biomedical Alliance in Europe

- You have a genuine enthusiasm for public affairs & advocacy and an appetite to discover the not-for-profit universe.
- You have an interest in health and research policy or would like to learn more about these policy areas.
- You should have an outstanding academic record to be able to deal with the multidisciplinary aspects of the role.
- You are an EU citizen or holder of a Belgian work permit

### **What we offer:**

We provide a friendly working environment and the opportunity to acquire excellent professional experience with the purpose to help in starting your career. You will also be able to enhance your knowledge of EU affairs, health and research policy and the activities of medical & research societies.

### **Description of the proposed contract:**

The internship is remunerated with the possibility of extension depending on circumstances.

### **Interested?**

Please send your CV, and a short news item (written by you) related to a topic that you consider of interest for the Biomed Alliance to Marieke Meijer ([marieke.meijer@biomedeuropa.org](mailto:marieke.meijer@biomedeuropa.org)) no later than 19 of August.