

Vacancy notice at the Brussels office of

**johanniter
international**



The Brussels office of Johanniter International (JOIN) is looking for a new employee to begin on **3 June 2019** in a regular **part-time position**.

The main task of the new employee will be to implement the European-funded project 'iProcureSecurity', the aim of which is to increase cooperation among European Emergency Medical Services Systems. The role of the JOIN office will focus on mobilising medical practitioners, researchers, experts and workers in the emergency medical field in Europe.

EMPLOYER PROFILE

Johanniter International (JOIN) has an international network of 16 national charitable organisations in Europe and the Middle East and the 4 Orders of the Alliance of the Orders of St John. Our members provide emergency medical services and first aid, civil protection, social care, development cooperation/humanitarian aid, training and youth work.

JOIN represents its members to the European Institutions through an information and advocacy office that is located in the heart of the European district in Brussels. Our working areas include amongst others:

- Cooperation with NGO networks and the EU Commission on humanitarian aid, emergency assistance, civil protection and research projects (**HORIZON 2020, Erasmus+, AAL JP**).
- Coordination of bilateral and multilateral cooperation between our members, in particular through the different working groups.
- Information on (EU) funding opportunities, coordination and drafting of project proposals and project management.
- Europe-wide exchange of volunteers and young people between JOIN members.
- Advocacy in different policy areas such as development/humanitarian aid, social and medical law, volunteering, and other related areas.

EMPLOYEE PROFILE – MAIN TASKS

Approximately 60% of time: reporting to the Head of the JOIN office, the new employee will be responsible for the implementation of the 'iProcureSecurity' project:

- Identify emergency service providers in Europe.
- Create an engagement strategy and establish an Advisory Board for the project.
- Collect former and current research projects that are dealing with the topic.
- Contact the different networks and stakeholders identified with the aim to broaden knowledge exchanges.
- Undertake research and analysis on other relevant topics.
- Develop other resources in order to implement project commitments.
- Provide general administrative support.
- Ensure timely and appropriate response to questions and problems
- Maintain positive working relationships with the consortium partners.

Approximately 40% of time: the new employee will assist the JOIN office in all activities, these mainly being:

- Contribute to write and edit the JOIN newsletter and to manage the website.
- Attend and provide reports on conferences in the various (EU) institutions in Brussels.
- Support the implementation of other (EU) granted projects.
- Research on issues relevant for the JOIN office (EU policies and legislation, information requests, funding opportunities, etc.).
- Support the organisation of meetings and events.
- Standard administrative work and daily office tasks.

EMPLOYEE PROFILE - REQUIREMENTS

- Relevant studies and degrees.
- Apply to identify him/herself with JOIN mission.
- Fluency in English and German.
- Excellent writing skills in English.
- Basic knowledge of the political system of the EU.
- Ability to use MS Office, other IT skills are an asset (e.g. content management systems).
- Strong planning and organisational skills.
- Proactivity and individual initiative.
- Good communication skills and an attitude of providing services to others.
- Willingness to travel and to attend occasional evening events.
- Ability to work in a multi-disciplinary context.
- Previous experience with charities is an asset.

OUR OFFER

We offer you the opportunity to gain insight into:

- The implementation and daily management of a European-funded project.
- The cooperation between emergency health care representatives and other experts from different European countries.
- The working environment of an international network of different national charities.
- A variety of different medical, social and economic policy issues in the heart of EU decision-making.

as well as a **part-time (19 hours/week) contract until December 2020 with flexible working time and a competitive salary.**

To apply, please send a CV and a cover letter (both in English) at [join.office \[at\] johanniter.org](mailto:join.office@johanniter.org)
Applications will be accepted until **18 April 2019**.

Please note that only shortlisted candidates will be contacted. Interviews will be held (telephone interview also possible) during the last week of April.

More information

www.johanniter.org