

## Job Title: Project Officer

### Job Overview

Location: Brussels

Reporting to: EONS Chief Operating Officer (COO)

Starting date: As soon as possible

Contract: Contrat à durée indéterminée (CDI)

### Organisation

An exciting opportunity has arisen at the European Oncology Nursing Society (EONS) for a Project Officer.

EONS asbl is a pan-European Brussels-based not-for-profit membership organisation with a current membership of cancer nurses from all over Europe, representing the largest group of healthcare workers. The Project Officer will support EONS with its projects related to the European cancer nurses and the cancer nursing community in fulfilling their roles in cancer nursing across Europe through EONS' 4 Pillars: Communication, Advocacy, Research, and Education.

### Location

EONS asbl is in Brussels and the role is expected to be fulfilled partly in its office and partly from home.

### Mission

EONS Project Officer is responsible for coordinating project activities, especially EU-funded projects, managing schedules, and ensuring project deliverables are completed on time and within the provided budget. He/she can break projects into tasks, create workflows, analyse risks, and provide documentation to the different EONS project teams.

We are looking for a person who has experience as a project administrator, preferably on EU projects including financial and time management; someone who is comfortable and proactive to communicate across many levels and deals efficiently and rapidly with problems. He/she should be meticulous in reporting and be a team player.

# EONS Project Officer Job Description

## Summary of the role

You will play a crucial role in executing primarily EU-funded projects and ensuring efficient implementation. From coordinating diverse projects to fostering teamwork and process improvement, your proactive approach will make a real impact on EONS' objectives.

Your excellent communication skills will be key in liaising with team members, stakeholders, and external partners. Together, let's make a difference in the lives of people affected by cancer through excellence in cancer nursing projects and initiatives.

If you're ready to prosper in a project-driven environment and contribute to the advancement of cancer nursing, apply now and be part of our mission.

## Supervisory & Reporting

- Reporting to & supervised by the Chief Operating Officer of EONS and EONS project manager(s).

## Experience required

In summary, we are seeking a skilled and experienced Projects Officer with a strong background in project management and expertise in EU-funded projects. This individual should possess exceptional analytical, communication, and organizational skills, while also being a collaborative team player capable of adapting quickly to changes. If you are ready to contribute your expertise to drive impactful projects and make a difference in cancer nursing, we encourage you to apply for this role at EONS.

- Bachelor's Degree or equivalent is required with at least 4 years of related professional experience, or in place of a degree, 10+ years of relevant experience.
- Demonstration of work experience in a similar role; previous work experience is one of the most important requirements if you want to contribute to this team as a project administrator. Proven work experience in a similar role(s). Previous experience in EU-funded projects is highly valued.
- Knowledge of project management software: having software knowledge will help you accomplish tasks, collaborate with your team and your project manager, and be the best project administrator you can be.
- Strong and Solid organizational and time-management skills
- Knowledge or certification in the PM<sup>2</sup> Methodology ([https://europa.eu/pm2/about-pm2-methodology\\_en](https://europa.eu/pm2/about-pm2-methodology_en)).

## Skills & abilities required

- CDI contract 3 days (possibility to increase depending on EONS needs)
- Fluent written and spoken communication in English; other native languages would be a plus
- European citizenship or holding an EU working permit
- Strong organisational, project management, and problem-solving skills
- Strong team player and constructive mindset, eager to contribute to EONS' common objectives
- Rigorous person
- Ability to manage proactively multiple projects
- Customer service oriented
- Excellent interpersonal communication and presentation skills

## Responsibilities

- Be the point of contact for the EU funded Projects on behalf of EONS
- Lead on the implementation of the EU funded projects (as well as other new projects or initiatives)
- Schedule regular meetings and record decisions (e.g. assigned tasks and next steps with stakeholders and entities)
- Create, maintain, and present reports as specified by different EU Programmes (EU4Health, Horizon + etc.)
- Break down projects into executable tasks and set achievable timelines and targets
- Perform risk analyses
- Prepare and deliver documentation to project teams and key stakeholders
- Manage project resources, budgets, EU reporting, and financial reporting for EU projects as well as maintain accurate records
- Manage and lead the EONS internal team working on the project
- Gather necessary information (e.g., user/customer requirements and relevant case studies)
- Record and follow up on action points from meetings to ensure deadlines and milestones are met
- Monitor project progress and address potential issues
- Be effective in written and verbal communication with EONS Team, stakeholders, and partners collaborating and working seamlessly across various tools, such as MS Teams, MS SharePoint, and other relevant platforms
- Travel as required for the purposes of the project
- Establish respective relationships with relevant partners at the local and international level

- Be responsible for drafting proposals and follow-up of all ongoing and prospective EU projects (Horizon Europe, EU4Health, and other EU funding mechanisms)

## The Role offers the Successful Candidate

In your role as the EONS Project Officer:

1. Gain valuable exposure to the inner workings of a non-profit organization and expand your skillset across various areas in a health sector
2. Be part of a team working towards a shared mission of improving cancer care across Europe
3. Contribute to the advancement of cancer nursing in Europe and make a meaningful impact on people's lives, all while enjoying a supportive and flexible work environment.
4. Join an organization with a strong commitment to making a positive difference in the cancer world and use your skills to help drive meaningful change
5. Participate in and learn from EU funded projects, gaining valuable insights into the complexities of working with European funding bodies and expanding your project management skills.
6. Be part of an inclusive and diverse work environment that encourages collaboration, creativity, and innovation to drive positive change in the field of cancer nursing across Europe.
7. A competitive salary that recognizes your expertise and dedication to the role of Project Officer.
8. Ad hoc general duties relating to the other areas of EONS administration work, as directed by the COO of EONS.

## Application

We are looking for applicants who have the legal right to work in the EU and are already based in Belgium. As this role requires a significant amount of time and effort, we are looking for candidates who have fully completed their studies.

If you are passionate about excelling at your job, administering projects, and developing your career in an international and highly respected environment with multiple contact opportunities and broad visibility, we would welcome your application.

If you meet these criteria and are interested in applying, please submit a CV and motivation letter (1 A4), along with your earliest possible starting date and any required notice period, to: [eons.secretariat@cancernurse.eu](mailto:eons.secretariat@cancernurse.eu) with the subject line "**Project Officer Application**".

While we will acknowledge the receipt of each application, please note that we will only be able to follow up with candidates who are selected for the first interview stage.

Application deadline: **11th of September 2023** noting that interviews will commence before that deadline. Recruitment is intended to be completed as soon as possible.