



***The International Federation for Spina Bifida and Hydrocephalus is looking for a Project Officer (part-time or full-time employment) to start in June 2024 for an initial duration of 12 months. Head office is located in Brussels but working remotely is a possibility. Salary depends on experience.***

### **International non-profit Organization**

The international federation for Spina Bifida and Hydrocephalus (IF) represents over 100 Member Associations worldwide. Our members are a large group of patients with Spina Bifida and/or Hydrocephalus (SBH) and their families. In collaboration with civic society in the public and private sector and together with important stakeholders IF works to build inclusive communities and raise awareness of SBH. With the goal of reducing the prevalence of SBH in the world through primary prevention, advancing the rights of persons with disabilities and improving management and care for individuals with SBH and their families.

### **Job Description**

IF is project holder of an increasing number of international programs. These programs are aimed at primary prevention through food fortification, secondary and tertiary prevention to improve management and care for persons with SBH and their families. For successful implementation of these programs we seek for a hands-on project officer who in close collaboration with the program manager oversees the development, implementation, and dissemination of multiple key projects relevant to IF's Members. You will work within a multicultural working environment. Your working activities take place in close cooperation with the program manager, and other colleagues, under the supervision of the Secretary General.

### **Responsibilities**

- Supportive role to the program manager
- Managing several small and larger activities for grant programs
- Preparing reports of activities for evaluation reports
- Coordinate interactions with international members and broader network for joint collaborative projects, endorsements, translations, meetings and workshops
- Actively establishing new relationships with potential donors and partner organizations
- Performing other administrative tasks to the support the mission of IF



## **Candidate Profile**

### ***Qualifications and Experience***

- Master degree level of education, in science/healthcare and/or project management direction
- At least 2 years experience in project assistance
- Experience with delivering multi-faceted projects (in the field of healthcare would be considered an asset)
- Knowledge of the European Commission with experience of working in this environment
- Experience in working with patient organizations
- Experience with writing project proposals, evaluation and development

### ***Skills***

- Good team player, self-supportive, positive attitude, flexible mind, innovative, comfortable in multi-cultural settings
- Confidence to represent IF with members and partners
- Ability to adapt
- Ability to take initiative and to work independently
- Excellent writing skills
- High attitude for organization, strong communication skills, and the ability to work in a rigorous and efficient manner
- Fluent in English, preferably with fluency in other relevant languages, preferably French and/or Flemish

*Are you the enthusiastic and responsible project officer who wants to strengthen the IF team? Please send your CV and Motivation Letter to the attention of Dr Sylvia Roozen to [recruitment@ifglobal.org](mailto:recruitment@ifglobal.org). Due to the large number of applications expected only shortlisted candidates will be contacted.*