





**Vacancy: Project Officer (Full-Time or Part-Time, Temporary)**

 **Location: Brussels (remote work possible)**

 **Contract: Until 31 December 2025**

 **Salary: Based 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**

To support the growing portfolio of international programs, IF is seeking a motivated and detail-oriented Project Officer. This role supports the design, implementation, and dissemination of programs focusing on primary prevention, as well as improved care and support for individuals with SBH and their families. Working closely with the Secretary General, you will manage logistics, coordinate communications, and ensure smooth delivery of key projects. You will act as a key contact for international colleagues, networks, and stakeholders.

**Key Responsibilities**

- Coordinate logistics and administration of international programs
- Support program planning, reporting, and communication
- Manage project data and contribute to guidelines and reporting
- Liaise with international members and partners on collaborative initiatives
- Organize meetings, workshops, translations, and endorsements
- Publish project-related content on platforms such as social media, the IF website, and journals

## Candidate Profile

We are looking for someone who is proactive, organized, and passionate about making an impact through international collaboration.

### Essential Qualifications and Skills:

- Master's degree in health sciences, project management, or a related field
- Minimum of 2 years' experience in project assistance
- Proven ability to manage multi-stakeholder, multidisciplinary projects
- Strong communication, planning, and organizational skills
- Experience in member-based or international organizations
- Understanding of the European Commission's project environment
- Proficient in English; fluency in French and/or Dutch (Flemish) is a strong asset
- Experience in financial reporting, project proposal writing, and resource coordination
- Comfortable working both independently and in a team
- Motivated, solution-oriented, and reliable

## How to Apply

Are you the enthusiastic and responsible Project Officer we're looking for?  
Please send your **CV and Motivation Letter** to **Dr. Sylvia Roozen** at [recruitment@ifglobal.org](mailto:recruitment@ifglobal.org).

*Only shortlisted candidates will be contacted.*