

Public Affairs Advisor EAEPC – European Association for Euro-Pharmaceutical Companies

Full-time undetermined period contract

EAEPC, the European Association for Euro-Pharmaceutical Companies, is looking for a **public affairs advisor** to re-enforce its secretariat, in particular on matters relating to advocacy planning and outreach, communication, position papers, and event planning.

We are looking for an energetic, outgoing, and fast-learning candidate with a good pen. At least one year of experience in EU public affairs is essential. You will report directly to the Secretary-General whom you will assist with the execution of the association's public affairs strategy.

The EAEPC represents the parallel trade in medicines in the EU/EEA. We have more than 100 member companies in 23 EU/EEA Member States. The sector is regulated under EU as well as national law and has developed over the last 30 years to an industry which has an import turnover of around 5,5 billion Euros per year. The Secretariat is undergoing a controlled generational change at executive and senior level, and you will be part of a new team of 5 FTE's when the transition is fully finished.

The tasks of the position will include to:

- plan, manage, follow-up, and report on our advocacy and outreach strategy, including setting-up of meetings with stakeholders, preparing agendas and presentations, and follow-up to meetings;
- establish a solid network with stakeholders and authorities in Brussels and to the extent possible with the most central stakeholders in Member States;
- prepare external communication and manage/create our social media platforms;
- drafting policy papers, answers to hearings, researching data in our field, compiling information from our members in reports etc.;
- arrange the content of events, round tables, etc. if part of the advocacy and outreach.
- represent the EAEPC at meetings with the EU institutions, Member State authorities, stakeholder meetings, events, etc.

The main qualifications we are looking for are:

- an advanced University degree, preferably in political science or economics, or a degree as e.g. pharmacists.
- at least one year of professional experience working in EU public affairs;
- the ability to write and communicate fluently in English, and a working level of French and German is preferred – other EU languages would be an advantage;
- an excellent knowledge of the EU institutions;
- a proven ability to understand, appreciate and communicate complex issues;
- a demonstrable interest in articulating and defending the free movement of goods, a strong EU competition policy, and the delivery of safe and affordable medicines to patients throughout the EU;
- ability to work well with people from business, and from all EU Member States;
- team player; ability to perform under pressure; well organised.

What we offer:

- A chance to be part of a new secretariat within an organisation dedicated to the right to bring safe and affordable medicines to European patients;

- An organisation undergoing a strategic review, meaning you can be part of shaping the future direction and the structure of the work;
- A chance to come onboard a new dynamic, resourceful, and reflexive team with room for personal development;
- A full-time contract with a competitive remuneration.

Applications for the position should be sent **by 26 November 2018** by e-mail to ke@eaepc.org with subject line: ***Public Affairs Advisor***.

The first round of interviews is expected to take place very shortly after the deadline for applications.

Your application should include the following documents (with your name as title):

1. **A short motivation letter;**
2. **A detailed curriculum-vitae;**
3. **Further documents/references you may wish to submit already.**

The EAEPC is an equal-opportunities employer.