

## **POLICY AND PUBLIC HEALTH ASSISTANT**

**Reports to:** Policy & Public Health Coordinator  
**Location:** EASL Office in Geneva  
**Start date:** As soon as possible  
**FTE:** 100%

The European Association for the Study of the Liver (EASL) is looking for a new Policy & Public Health Assistant. EASL is a non-profit organisation (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

### **About EASL:**

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

### **The position:**

The Policy and Public Health team supports EASL's Policy and Public Health Committee and is responsible supporting the implementation of the Policy & Public Health Strategy and Work Plan. The team also coordinates the implementation of various other projects and partnerships.

The Policy & Public Health assistant should be a dynamic member of the Policy & Public Health team and works closely with the Policy and Public Health Coordinator, supporting day to day administrative tasks and projects.

### **The candidate:**

The selected candidate will be able to multi-task with a hands-on attitude, be organised, precise, proactive, patient and dedicated.

### **Main responsibilities include:**

- Supporting the implementation of advocacy strategies and plans designed to influence the public health policies and practice of the European institutions and EU Member States by conducting background research, drafting letters and notes.

- Monitoring EU public policies of interest to EASL Policy Strategies.
  - Researching and analysing information.
  - Organisation of external and internal meetings, attending meetings and representing EASL at meetings as required.
  - Assist with ad-hoc administrative matters as required.
  - Provide ad hoc support across the association when required.
  - Produce meeting minutes, background notes and/or presentation.
  - Keep files, databases, spreadsheets, and other records up to date.
  - Day-to-day administration of the Policy & Public Health projects.
  - Contribute to the development of events, webinars and other documentation and material in support of EASL's Public Health campaigns.
- **Key strengths:**
    - Team player with good interpersonal skills
    - Ability to multi-task
    - Service oriented
    - Meticulous, precise and rigorous
    - Willingness to carry out administrative tasks
  - **Requirements:**
    - Graduate in a relevant discipline such as Law, European Studies, Political Sciences, Economics, Public Health, Public Administration
    - Demonstrated interest and knowledge in EU affairs, public policy and public health, European political mainstreams.
    - Fluency in English. Fluency in French or other languages would be an asset.
  - **The candidate must be:**
    - A national of one of the EEA Member States or the holder of a valid Swiss work permit.
    - Willing and able to undertake travel within Europe and occasionally beyond.

**Contact details:**

Please send your complete application (CV, motivation letters and working certificates and Diplomas) to [recruitments@easloffice.eu](mailto:recruitments@easloffice.eu)

Only complete application will be considered.

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.