

EBE Assistant Manager Replacement

Employment

- Full time temporary replacement during maternity leave (9 months), based in Brussels.

Timing

- Starting beginning January 2012 (possibility to receive brief before end December 2011), until end of September 2012.

Main responsibilities

- Assisting the EBE Executive Director in the horizontal organisation, coordination, and facilitation of meetings of the Biosimilars Task Force, the Public Affairs Committee, the Personalised Medicines Task Force, the Joint Task Force on Rare Diseases & Orphan Medicinal Products.
- Meeting management: drafting/setting agendas, writing minutes and follow up with implementation in cooperation with Working Group leaders, and leading on selected projects.
- Responsible for the organisation and delivery of relevant materials (in the framework of EBE Working Groups studies, events, publications, media and other EU stakeholder relations), in close collaboration with EFPIA communications team.
- In permanent contact with EBE members for exchange of information, update on activities, etc., as well as with external stakeholders.
- Monitoring EU relevant policies and institutional developments on Biopharmaceutical sector and preparing regular reports.
- Part of the EBE team organising the Annual EBE General Assembly and supporting the EBE Executive Director in developing the agenda.
- Liaising with EFPIA teams and other professional stakeholders on all matters that can strengthen and promote the EBE position in the general pharmaceutical and biopharmaceutical environment.
- Keeping the EBE Extranet with updated documents.
