



# The European Forum for Good Clinical Practice (EFGCP) is searching for a CHIEF OPERATING OFFICER

## Position

Full-time (38 hours/week)

## Period

Permanent contract

## The European Forum for Good Clinical Practice (EFGCP)

is a not-for-profit, independent international association located in Brussels, established by and for individuals with a professional involvement in the conduct of biomedical research. Its purpose is to promote good clinical practice and encourage the practice of common, high-quality standards in all stages of biomedical research throughout Europe. The EFGCP does this by promoting contact and partnership between the major disciplines and organisations affected by good clinical practice: pharmaceutical companies; contract research organisations; suppliers of services, systems and equipment; academia; investigators; ethics committees; regulatory authorities; patient organisations; etc. For the past 22 years the EFGCP has provided a high-level meeting place and think tank for ethics and science in European biomedical research.

## Main Responsibilities

Coordinating all operations and administration of the association under the supervision of the Board and its Executive Committee.

- Management of events (including conferences and workshops from 40 to 150 participants) and training courses – venue finding (Brussels + Europe), contract negotiation, logistics from A to Z, speakers and delegates management, marketing (...)
- Project Management (administrative & financial management of EFGCP participation in EU-funded projects (IMI, H2020) including preparation of financial audits
- Coordination of Internal Meetings (Board / Executive Committee / Working Parties / Projects)
- Website & IT (liaison with the webmaster & software providers + update of the EFGCP website)
- Public representation
- Accounting, VAT issues and legal issues
- Office management
- Human Resources (Management of payroll & 3-person staff)

## Required Qualifications & Skills

- Experience in a coordination position and event organisation
- Excellent written and oral communication skills in English; French is an asset
- Knowledge in financial management and bookkeeping & legal rules for associations based in Belgium
- Very well-organised and caring for details
- Flexible, positive and service-minded
- Excellent time management and respect of deadlines
- Creative and resourceful problem solving abilities
- Based in the Brussels area

The applicant should have strong self-motivation, interpersonal skills, be multi-tasks oriented, possibly have experience in the healthcare sector and be able to work in a small team environment.

## Benefits

- Competitive salary package commensurate with experience and qualifications
- Professional and dynamic working environment at the European scale
- Autonomy in driving projects and build on outcomes

## Application

Applications should include an up-to-date curriculum vitae in English, a one-page cover letter in English and be sent **BY 18 AUGUST 2017** to [jobs@efgcp.eu](mailto:jobs@efgcp.eu)

Only shortlisted candidates will be contacted. Start date wished: 18 September 2017