



## Open Vacancy at EUREGHA: Operations Manager

### About EUREGHA

EUREGHA (European Regional and Local Health Authorities) is a European network of regional and local health authorities focused on healthcare and public health. EUREGHA is the only European network that represents regional and local health authorities as a priority. EUREGHA's mission is to bring regional and local health authorities together, as a means to improve health policy in Europe.

EUREGHA establishes and promotes collaboration between its members, the Institutions of the European Union and European health networks and organisations working with public health and healthcare.

For more information, please visit our website: <http://www.euregha.net/>

### Vacancy

EUREGHA is currently looking for an Operations Manager to the Secretariat in Brussels. The Operations Manager handles the day-to-day coordination and management of the network's activities, including EUREGHA's participation in European projects.

The main responsibilities include:

- Oversee and co-ordinate implementation of the yearly EUREGHA Work Programme
- Co-ordinate EUREGHA's commitments and technical and financial reporting for European projects
- Organise and follow-up on internal and external meetings and conferences
- Communication tasks: writing articles, meeting reports and newsletters, managing EUREGHA's website and social media
- EU health policy monitoring and follow-up
- External representation of the network, liaising with members, EU institutions and other stakeholders
- General office administration tasks, including human resources and daily financial management

### Your profile

EUREGHA is looking for someone who has:

- Master degree in European studies, Public Relations, Communication or International Business
- At least 3 years of relevant work experience
- Knowledge and experience of the operation of European institutions
- Excellent spoken and written English; French working proficiency
- Excellent use of Office Package (Word, Power Point, Excel etc.).
- Excellent organisational and problem-solving skills
- Strong written and verbal communication skills
- Strong sense of responsibility, commitment and co-operation
- Ability to work in a small team

Advantageous:

- Experience in the field of healthcare and public health
- Experience from public authorities at subnational level
- Experience in programmes such as Photoshop and InDesign
- Financial management experience

### **EUREGHA Offers**

A dynamic working environment with the opportunity to gain broad experience in a wide range of health policy issues, communication, event management and with the possibility to develop a broad network at EU level.

**Closing date: 6 October**

**Starting date: Late November/upon agreement**

Please send your CV and cover letter to Freja Hagsund [freja.hagsund@euregha.net](mailto:freja.hagsund@euregha.net).