



## Project Coordinator

<b>Job title</b>	Project Coordinator
<b>Location</b>	The position will be based at HCWH Europe's office in Brussels.
<b>Eligibility</b>	All candidates must hold the right to work in Belgium or the EU.
<b>Hours</b>	Full-time, 38 hours per week  HCWH Europe is operating a reduced 9-day fortnight work schedule to aid staff productivity and support a better work-life balance - every other Friday is a free day.
<b>Salary &amp; benefits</b>	Salary dependent on qualifications and experience.  HCWH Europe offers a competitive salary with additional benefits such as: meal vouchers, monthly travel support, hospitalisation insurance, holiday payment, and a 13-month salary.
<b>Closing date</b>	Applications will be reviewed on a rolling basis until <b>07/08/2022</b>  HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
<b>Starting date</b>	ASAP

### About Health Care Without Harm (HCWH) Europe

HCWH Europe is a non-profit organisation that works to transform healthcare worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

HCWH has offices in Europe, US, and Asia as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 26 countries of the WHO Euro region and has a growing number of members. The European office is located in Brussels.

For more information, visit: [www.noharm-europe.org](http://www.noharm-europe.org)

## Position overview

We are seeking a motivated and highly competent professional to join our Circular Healthcare team in Brussels as Project Coordinator. This post holder will primarily coordinate the successful delivery of the new *Procure4Health* project. Funded by the Horizon Europe grant for research and innovation, this project aims to establish a European network of health and social care procurers to define common needs and advance innovation procurement strategies, stimulating innovative solutions that will ultimately improve the services delivered to patients and citizens.

This project will be instrumental to advance HCWH Europe's goal to drive innovation and stimulate markets for sustainable, toxic-free products by incorporating social, environmental, and health considerations into procurement criteria, as well as creating dialogue with key healthcare supply chain actors.

The project is implemented with a consortium of 33 partners from 15 countries, in which HCWH Europe will lead the network setup, support the organisation of capacity building training, open market consultations, and disseminate the project milestones and results.

The post holder will be responsible for establishing and managing an active community of practice through which healthcare procurers can network, access knowledge and information, and work together to leverage their collective purchasing power to promote sustainable innovation and mainstream cross-border innovation procurement in European health and social care.

To be successful in this role, the candidate must be a self-starter with excellent interpersonal skills, as well as an understanding of sustainable and innovation procurement processes. The post holder will need to have a strong track record in project management and capable of organising and prioritising a diverse workload. They will be proactive, highly organised, and able to work independently whilst being an excellent team player. Knowledge of the European health sector would be a distinct advantage.

## Key responsibilities:

- Work closely with the Circular Healthcare, Networks, and Communications teams to facilitate the successful delivery of this project.
- Support the expansion of the network by conducting outreach with public and private health and social care procurers, including procurement agencies and health authorities, and recruiting them to the project.
- Support the creation of a web platform to enable the implementation of key project deliverables, stimulate effective interactions amongst members, e.g. discussion forums, sharing knowledge and best practice.

- Organise regular meetings and annual thematic networking events (mixed on-line and in person) to explore common areas of interests and expectation for joint innovation procurement.
- Support the establishment and maintenance of working groups based on procurers' common interest in procurement innovation topics.
- Coordinate HCWH Europe's input to support the consortium delivering other key work packages on knowledge sharing and capacity building (identifying procurers' knowledge gaps, creating a repository of tools and resources, organising training sessions, and sharing of expertise through twinning schemes) and Preparing procurements based on common needs (survey, market analysis and stakeholder consultation, supporting procurers in developing action plans).
- Other duties that may reasonably be required in respect of the main purpose of the job.

### **Required qualifications and experience:**

- Minimum 3 years of demonstrable experience in a similar role.
- University/higher education degree in sustainability, health management, public procurement, public administration, or another relevant field.
- Demonstrable experience in project management and stakeholder engagement.
- Experience or interest in circular economy, sustainable procurement, and innovation.
- Experience working within NGOs or health and social care providers would be an advantage.
- Natural interpersonal skills, with an ability to develop and maintain positive relationships across language and cultural barriers.
- Excellent communication skills and ability to work within a team and autonomously.
- Ability to think creatively and strategically.
- Ability to take initiative with a strong attention to detail.
- Strong organisational skills with a proactive, problem-solving attitude.
- Ability to manage competing priorities.
- Excellent IT skills.
- Strong communicator with excellent proficiency in written and spoken English - knowledge of other European languages is an advantage
- Willingness to travel, primarily within Europe.

## How to apply

All candidates must demonstrate that they hold the existing right to work in Belgium or the EU.

To apply for this position please send an email to [jobseurope@hcwh.org](mailto:jobseurope@hcwh.org) no later than **7 August 2022**, following these steps:

- Include your last name and the job title in the subject line, i.e. LAST NAME Project Coordinator
- Attach your CV and a cover letter (Word or pdf format) explaining your motivation for the position
- Please let us know where you found the position advertised and when you would be able to start
- Interviews will be held on:
  - a. Thursday 18 August between 10:00 – 13:00
  - b. Tuesday 23 August between 12:00 - 15:00

Please indicate which date would suit you the best or alternatively suggest a different time/date if you are unavailable.

Please note that only candidates selected for interview will be contacted.