



COMITÉ PERMANENT DES MÉDECINS EUROPÉENS  
STANDING COMMITTEE OF EUROPEAN DOCTORS



The Standing Committee of European Doctors (CPME) represents national medical associations across Europe. We are committed to contributing the medical profession's point of view to EU institutions and European policy-making through pro-active cooperation on a wide range of health and healthcare related issues.

The Standing Committee of European Doctors (CPME) is recruiting a:

## **EU Policy Intern** (from 2 March 2020 – 31 July 2020)

### **Your responsibilities will include:**

- Research and analysis on a range of policy dossiers
- Monitoring international, EU and national policies
- Organising and participating in meetings and events
- Assisting with drafting reports, presentations and other internal and external documents
- Support to the maintenance of the CPME website (WordPress) and uploading of documents to the servers
- Assisting with administrative/ communication tasks.

### **Your Profile:**

- Master's degree or equivalent in law, political, economic or social sciences
- Proven experience in organising event logistics (management of invitations, registrations, event documents, venue; assistance to participants and speakers)
- Knowledge of EU Law and the European decision-making process
- Computer literacy (experience with WordPress and Publisher highly appreciated)
- Strong analytical and problem-solving skills
- Swiftness of execution of work, respect of deadlines
- Good written and oral communication skills
- Very good English, good knowledge of another EU language desirable
- Capacity to work on a wide range of subjects and to keep deadlines under pressure
- Capacity to work in a multi-cultural environment
- Capacity to work independently but also as part of a team.

### **Conditions:**

Paid internship for 5 months (gross 950,00 EUR) under a Belgian contract.

### **Apply:**

Please send your CV and one-page motivation letter in one pdf by e-mail to:  
[alessandra.foresti@cpme.eu](mailto:alessandra.foresti@cpme.eu).

Applications shall be sent by **7 February 2020** at the latest.

Interviews will be held at the CPME office on **18 February 2020**.

**Please note that only shortlisted applicants will be contacted for an interview.**