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.
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.