



Health Care Without Harm (HCWH) Europe is recruiting a Procurement Project Officer

21st December 2017

Location: Brussels, Belgium

Position Type: This position is for a dynamic, highly motivated and self-organised person, with knowledge of public procurement, who can handle different workloads and is an excellent team player. The contract will be for 38 hours per week, starting end of February 2018.

Specialism: Working on a UN project about developing global criteria for the procurement of medical devices and pharmaceuticals in collaboration with HCWH Global and UN procurement project teams.

Gross Salary: Depending 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.

Closing Date: 12th January 2018. Interviews will be held between 22nd-26th January 2018, with a start date ideally at the beginning of February 2018.

About HCWH: HCWH is a non-profit organisation that works to transform the health sector worldwide, without compromising patient safety or care, so that it becomes ecologically sustainable and a leading advocate for environmental health and justice across the globe.

HCWH has offices in Europe, US, Latin America and Asia and 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 currently has 88 members. The HCWH Europe office is located in Brussels.

For more information please visit: <http://noharm-europe.org>

Position Overview:

HCWH Europe is looking for a dynamic, highly motivated and self-organised person that can take initiatives and follow them through, achieving clear, measurable results. The ideal candidate will have an excellent understanding of public procurement processes and relevant European legislation. Procurement is an important strategic work area of HCWH globally and the Procurement Project Officer will drive HCWH Europe's procurement work forward while collaborating closely with the global team and the UN procurement project team. S/he will report to HCWH Europe's Executive Director and the Sustainability Director of Global Green and Healthy Hospitals.

Job Responsibilities

1. Assess the implementation of the Public Procurement Directive in the healthcare sector in Europe in relation to sustainable procurement and advocate for better implementation where gaps are identified.
2. Compile a mapping report on the implementation of the Public Procurement Directive with respect to green procurement.
3. Identify best practices in green procurement in European healthcare and develop case studies and power point presentations to disseminate at conferences and meetings.
4. Organise webinars and training opportunities on the green procurement of medical devices and pharmaceuticals.
5. Review eco-labels used in procurement for health systems at national levels with a view to adapting them in international healthcare settings.
6. Participate in and represent HCWH Europe in the European Commission's working group on the Green Public Procurement criteria.
7. Liaise with HCWH Europe and Global Green and Healthy Hospitals members regarding their procurement activities.
8. Travel to meetings within Europe and internationally as required.
9. Carry out other duties that may reasonably be required in respect of the main purpose of the job.

Educational/professional qualifications/experience:

- Relevant academic degree in economics, chemistry, biology, engineering, and/or public/global health.
- Professional experience with procurement processes, for example: developing procurement criteria and specifications for tenders, bids assessment, and/or contract management.
- Experience in integrating sustainability concepts and criteria into at all stages of the procurement process.
- Advocacy experience.
- Experience of working with UN systems.
- Training experience.

Knowledge, Skills and Abilities:

- Understanding of public procurement practices and legislation in Europe and/or at a country level.
- Knowledge of markets for health products, manufacturers, and distributors in a country/region.
- Knowledge of procurement processes and the introduction of new products into health systems (including customs and trade barriers).
- Knowledge of healthcare practices and products, product evaluation, and selection criteria.
- Knowledge of health sector products and supply chains.
- Excellent proficiency in English. A good working knowledge of another European language would be an advantage.
- Excellent writing and communication skills.
- Good working knowledge of standard office software (Word, PowerPoint, Excel), familiarity with website tools would be an advantage.

How to Apply:

The position is based in our office in Brussels, (full time, 5-days/week, 4-year contract) starting at the beginning of February 2018.

Please send your CV, a one-page cover letter explaining your motivation for the position, and a sample of a sort article you have written (on any subject) to anja.leetz@hcwh.org by **12th January 2018** with '**Application for Procurement Project Officer**' in the subject line of the email.

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