

Job description & person specification

Job title	Research Assistant (Internship)
Location	The position will be based at HCWH Europe's office in Brussels
Hours	38 hours per week
Salary & benefits package	€800 per month internship contract
Closing date	31/12/2018
Starting date	As soon as possible

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

Position overview

Reporting to the Executive Director (with dotted line management by the organisation's Pharmaceuticals and Chemicals Policy & Projects Officers), this internship position is for a dynamic, highly self-organised person, who can handle different demands and work independently while being an excellent team player.

The ideal candidate will have an interest environmental issues and human health from a chemicals and pharmaceuticals, ideally holding a relevant degree in environmental science/law/policy, pharmacology, biology, chemistry, social science, or global/public health.

Key responsibilities

- 1) Assist in the preparation of written materials, including reports, overviews, briefing papers and/or documents about general or specific issues related to pharmaceuticals and chemicals in the healthcare sector
- 2) Contribute to the development and management of an online database of initiatives and projects aimed at addressing pharmaceutical pollution
- 3) Contribute to the re-development and maintenance of HCWH Europe's Safer Medical Device Database
- 4) Assist in data-gathering and researching background materials for reports, publications, news items, press releases, and position papers
- 5) Assist in the organisation of events and webinars
- 6) Contribute to policy work as appropriate
- 7) Support the daily work of the Pharmaceuticals Policy & Projects Officer and the Chemicals Policy & Projects Officer

Education/Professional Qualifications/Experience

- Relevant academic degree in environmental science/law/policy, pharmacology, biology, chemistry, social science, or global/public health

Desired knowledge, skills and abilities

- Experience or interest in environmental health policy
- Good understanding of the operations of EU institutions and the formation of EU policy
- Solid communications and networking skills
- Proficient in English - a working knowledge of another European language would be an advantage
- Strong interpersonal skills and ability to work successfully within a team and autonomously
- Enthusiastic and flexible in taking on occasionally heavy workloads and working to tight deadlines
- Ability to think strategically and creatively while organising time efficiently
- Excellent organisational skills and ability to generate ideas
- Confident operating in an international context
- Working knowledge of standard office software (Word, PowerPoint, Excel), familiarity with website tools would be an advantage

How to apply

Please send your CV and a one-page cover letter explaining your motivation for the position to jobseurope@hcwh.org by 31/12/2018 with 'Application for Research Assistant' in the subject line. Please note that only candidates selected for an interview will be contacted.