

# The Council of European Dentists (CED) is recruiting a Policy Officer

## // OVERVIEW OF THE VACANCY

The [Council of European Dentists](#) (CED) is looking for a **Policy Officer** for its secretariat in Brussels. This position is intended to be a full-time (38 hours per week) permanent position, starting as soon as possible.

The holder of the post will be responsible for monitoring, analyzing and reporting on EU legislation, drafting position papers, preparing CED newsletter, assisting in the organisation of CED events, and providing information and other services to the CED membership. In addition, the Policy Officer will support lobbying by CED members and will assist in maintaining links with EU institutions and stakeholder organizations in Brussels.

## // DESCRIPTION OF TASKS OF THE POLICY OFFICER

### POLICY MONITORING, REPORTING AND ANALYSIS

- Monitors EU policy: monitors agendas and publication of initiatives, attends and reports from hearings and meetings;
- Provides reporting and analysis of political, legislative and regulatory developments and their impact on CED interests;
- Supports the Secretary General by drafting CED documents, speeches and articles;

### MEMBER SERVICES

- Handles general member requests, with support from the Secretary General;
- Shares with the Secretary General and the Office Manager the responsibility for organization of CED statutory and other meetings;
- Has responsibility for taking minutes at CED Board and General Meetings;

### LOBBYING AND NETWORKING

- Shares with the Secretary General the responsibility for supporting lobbying by CED members and for building and maintaining links with EU institutions and national representatives in Brussels;

### COMMUNICATIONS

- Has main responsibility for drafting CED newsletter and external updates, with support from the Secretary General.

## // PERSON SPECIFICATION

- University degree in law or related field,
- At least 3 years of work experience, preferably in an EU Institution or a European professional association,
- Excellent written and spoken English, and good French and/or German would be an advantage,
- Familiarity with EU policy in areas of health, eHealth, internal market, mutual recognition of professional qualifications would be useful,

The holder of the post will be expected to quickly assume a high degree of responsibility. Applicants should be able to demonstrate:

- Ability to assume a high degree of responsibility,
- Demonstrate an ability to work alone and in a small team,
- Well developed analytical skills,
- Good organisation skills – organisation of working group meetings, Task Forces, General meetings, Board meetings,
- Good political judgment,
- Good knowledge of EU legislative process and lobbying,
- Excellent drafting skills.

Work will require some international travel within the EU. In addition, candidates should be eligible to work in Belgium.

## // **APPLICATION PROCESS**

EARS – European Affairs Recruitment Specialists is exclusively dealing with this recruitment for CED, so please do not address the CED team independently.

To apply, send your CV and cover letter to [info@theears.eu](mailto:info@theears.eu) by **7 December 2016**. Please specify in the subject of your email: **Application – CED – Policy Officer**.