



## European Forum for Primary Care

### Vacancy Junior Coordinator

The aim of the European Forum for Primary Care (EFPC) is to improve the health of the population by promoting strong Primary Care. This is done by advocating for Primary Care, by generating information and evidence on Primary Care and by exchanging information between the members of the Forum. EFPC was initiated in early 2005 by a group of interested parties from several countries. EFPC is based at NIVEL – the Netherlands Institute for Health Services Research in Utrecht, The Netherlands and the Department of Family Medicine and Primary Health Care, Ghent University in Ghent, Belgium.

EFPC is inviting applicants to apply for the position of:

### EFPC Coordinator, junior position

For an average of maximum 16 hours/week based in Utrecht, The Netherlands

### Tasks

- Networking for the Forum through visiting conferences, visits or email contacts with (potential) member organizations and the use of social media
- Organization of EFPC events (multi-country Study Visits, conferences, webinars)
- Representing the EFPC at international events by giving presentations
- Planning and production of Position Papers
- Recruitment of members in targeted countries and professional groups

in close collaboration and supervised by the current coordinator (available for 16 hours per week)

### We ask for

- A clear commitment to the Network's strategic vision and values
- Preferably experience in the field of public health and primary care
- At least a master level degree in (international) public health, social sciences or one of the primary care related disciplines
- Ability to communicate and negotiate with higher-level officials and professionals
- Networking and communication skills and competencies to connect relevant organizations and persons, and facilitate strategic partnerships with leverage
- Understanding of knowledge management in an interdisciplinary environment
- The skills to use a variety of communication tools (presentations, newsletters, papers and social media content) and online collaboration tools
- A team player who can facilitate, collaborate and enable
- Ability to facilitate necessary proactive activities
- Excellent writing and documentation skills
- Proficiency in spoken and written English and other European languages (clear advantage).

**We offer**

Salary depending on experience, between 13.500 and 15.000 euro gross salary per year based on 16 hours per week.

**Additional information**

The initial assignment is for one year, with the possibility of an extension. The starting date is January 1, 2020.

For further information about this position, please contact Diederik Aarendonk, EFPC coordinator, by e-mail [d.aarendonk@euprimarycare.org](mailto:d.aarendonk@euprimarycare.org), or by telephone: +31 6 29359635. General information about EFPC can be found at [www.euprimarycare.org](http://www.euprimarycare.org)

**Applications**

Applications specifying abilities and interest for this position including a curriculum vitae should be sent before December 1, 2019 to EFPC, [info@euprimarycare.org](mailto:info@euprimarycare.org).