



COCIR

Job Offer

COCIR would like to fill in as soon as possible the full-time position of:

Technical and Regulatory Affairs Manager

The deadline for submission is **Thursday 26 October 2017**.

Applications will be reviewed on a rolling basis.

Please send your CV and motivation letter to pes@cocir.org

Main responsibilities:

- Coordinate COCIR activities of the Technical and Regulatory Affairs Committee, including activities linked to the European Affairs Focus Group, the International Affairs Focus Group, the Standardization Policy Focus Group as well as specific Task Forces such as Vigilance and Medical Software.
- Coordinate activities and ensure secretariat for DITTA (international trade association - <http://globalditta.org>)
- Work closely with the Focus Group/Task Force Chairs and the COCIR Secretary General, organize meetings, set-up agendas with the Chairs, prepare meeting documents, write meeting minutes, post documents on the COCIR members-only website on a regular basis, maintain the calendar and the sections up-to-date
- Constantly and actively monitor new information regarding consultations, new draft regulations and directives, inform the appropriate members in time and eventually coordinate the review of COCIR comments to those contributions
- Represent COCIR in some established external fora
- When required, take appointments and attend meetings with MEPs or Member State representatives as well as European Commission members on specific matters
- Raise level of attention of COCIR Secretary General when necessary, assist in preparation of all relevant documents including contribution to communication documents such as newsletters, press releases etc.

Competencies (skills, knowledge, behaviors)

Experience: 2-3 years in EU Affairs (experience in medical technology a plus).

Languages: English (native speaker would be a plus). French, German, Dutch are optional.

IT-knowledge: Basic skills needed (PowerPoint, Excel, etc...)

Technical skills: Familiar with the regulatory and technical environment of medical devices

Soft skills: good interpersonal skills needed, including multitasking, creative/out-of-box thinking, professional communication (writing and verbal). A team worker, capable of organizing meetings and briefings for members and officials, able to develop targeted lobbying activities and understand the procedures in Brussels, project management

Specific skills / other: experienced in public affairs

Logistics:

Location: COCIR's Brussels Office



Travel: occasional

Remuneration: to be negotiated

About COCIR

COCIR is the European Trade Association representing the medical imaging, health ICT and electromedical industries.

Founded in 1959, COCIR is a non-profit association headquartered in Brussels (Belgium) with a China Desk based in Beijing since 2007. COCIR is unique as it brings together the healthcare, IT and telecommunications industries.

Our focus is to open markets for COCIR members in Europe and beyond. We provide a range of services in the areas of regulatory, technical, market intelligence, environmental, standardisation, international and legal affairs.

COCIR is also a founding member of DITTA, the Global Diagnostic Imaging, Healthcare IT and Radiation Therapy Trade Association (<http://globalditta.org/>).