

**Job application for adjunct secretary
International Relations Office
Istituto Tumori “G. Paolo II”, Bari**

Job description

The applicant will be responsible for assisting the Chief of the OECE WG Education and Training in all aspects of the activities’ organization, namely:

- coordinate all the contacts among OECE Education referents;
- meetings organizations;
- realization of a European Survey on educational and training activities;
- organization of e-groundrounds events in collaboration with ESO;
- collaboration in the activity of ACOE recognition of OECE events;
- general secretary activities

Required Skills

- EU citizenship
- Good MS Office skills (Word, Excel, PowerPoint)
- Degree level education (scientific background is preferable)
- High Level of professional English knowledge
- Proven experience in the management of educational activities

Employer

OECE, Organization of European Cancer Institutes

Address:

OECE-EEIG

c/o Fondation Universitaire

11 Rue d'Egmont

B-1000, Brussels, Belgium

Job Location

Scientific Direction, International Relations Office

Istituto Tumori “G. Paolo II”, IRCCS

via S. Hahnemann, 10

70126 Bari, Italy

tel. + 39 080 5555434 (Silvana Valerio)

fax +39 080 5555139

Compensation

1000 euro gross salary monthly. Applicant is required to have VAT number. Monthly payment after invoice emission. (Insurance is up to the contract recipient).

Term of office

Part-time for 12 months (about 20 hours a week)

Application

Please send electronic letter of application and detailed CV both to:

oece_office@skynet.be and wgeducation@oncologico.bari.it

Term for presentation

13th April 2009