

Contract type: Permanent; full-time

Starting date: To be agreed

The *Institut National du Cancer* (INC, www.inc.lu) is a national actor established as part of the first *Plan National Cancer* to coordinate various public and private actors involved in the administration and provision of cancer care in Luxembourg. The INC was founded on 25 June 2015 as an Association without lucrative purpose (*Association sans but lucrative*, ASBL). The objectives of the INC are to contribute to efficient fight against cancer, to allow all cancer patients in Luxembourg to receive appropriate medical care, and to assist in controlling healthcare spending in the domain of oncology.

The INC is looking for a:

Project Manager

POSITION DESCRIPTION:

- Manage a portfolio of projects in different phases of advancement (contracts, administration, approvals, timelines/deadlines, budgets etc.)
- Prepare and review project protocols
- Provide support to external projects (national and European) in the domain of oncology
- Provide support to the hospitals in their internal efforts aimed at quality certification of their oncology services, and coordinate this work at the national level
- Oversee progress of tasks
- Ensure effective information flow with internal and external partners
- Obtain quotations from suppliers, and negotiate agreements/contracts if necessary
- Prepare presentations and miscellaneous communication material
- Develop and review internal procedures and documents.

POSTION REQUIREMENTS:

- Diploma (Master, Bachelor, or similar) in biology, pharmacy, medicine or public health
- Minimum 3 years of relevant job-related experience in project management or any other relevant area (e.g. research, CRO, biomedical, clinical, public health)
- Knowledge of the healthcare sector and of the hospital environment is an asset
- Previous research experience is an asset
- Basic knowledge of the quality management and/or certifications systems is of advantage
- Proactive and reactive, and solution oriented
- Demonstrated ability for independent and critical thinking
- Good oral and written communication skills
- Excellent knowledge of at least two of German, French and English languages. Luxembourgish is an asset
- Team player
- Flexible regarding missions (growing institution) and working hours (possible meetings in the evenings)
- Occasional business trips within Luxembourg and in EU are to be expected
- MS Office skills (Word, Excel, PowerPoint) are a must, experience with databases is an asset.

APPLICATION PROCEDURE:

We are looking forward to receiving your application, including a motivation letter and your *curriculum vitae*, sent to Ms. Anne Drochon: anne.drochon@inc.lu.