

Contract type: Fixed-term contract 2 years (half time)

Starting date: To be agreed

The *Institut National du Cancer* (INC, www.inc.lu) is an Association without lucrative purpose (*Association sans but lucrative*, ASBL) founded on 25 June 2015. The objectives of the INC are to contribute to efficient fight against cancer, to allow all cancer patients in Luxembourg to access a structured and standardized clinical pathway as well as to receive appropriate medical care and to assist in controlling healthcare spending in the domain of oncology. Currently, the INC is heavily involved in the implementation of the 2nd National Cancer Plan 2020-2024 in Luxembourg.

The INC is looking for a:

Project Manager

POSITION DESCRIPTION:

- Coordinate the preparation, publication and communication of the National Cancer Report in the Grand Duchy of Luxembourg¹, including:
 - Organize and prepare the materials for the working groups' meetings
 - Lead work meetings with the report's contributors
 - Collect contributions to the different chapters of the report
 - Ensure effective communication with key project partners
 - Prepare drafts and final version of the report
 - Report on the progress of the work carried out
 - Organize the press conference in conjunction with key employees
 - Disseminate the final report to external stakeholders
 - Any other task necessary for the finalization and dissemination of the national cancer report in the Grand Duchy of Luxembourg, and to respond to dedicated activities within the framework of the National Cancer Plan 2020-2024.

POSITION REQUIREMENTS:

- Diploma (Master, Bachelor, or similar) in biology, pharmacy, medicine, public health or socio-economic studies
- Minimum 3 years of relevant job-related experience in project management and coordination in areas such as public health, health policy research or socio-economic research
- Knowledge of the healthcare sector and of the Luxembourg hospital environment is an asset
- Previous research or epidemiology experience is an asset
- Ease in structuring scientific articles and referencing
- Proactive and reactive, and solution oriented
- Demonstrated ability for independent and critical thinking
- Good oral and written communication skills
- Excellent knowledge of French, English and/or German languages. Luxembourgish is an asset
- Team player
- Flexible regarding working hours (possible meetings in the evenings)
- Occasional business trips within Luxembourg and in EU are possible
- MS Office skills (Word, Excel, PowerPoint) are mandatory, experience with databases is an asset.

¹ <https://gouvernement.lu/dam-assets/documents/actualites/2021/02-fevrier/04-journee-cancer/MSA-5632-20-rapport-cancer-2020-web-BAT-4-.pdf>



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 before June 11th, 2023.