

Contract type: Permanent; full-time

Starting date: To be agreed

The *Institut National du Cancer* (INC, www.inc.lu) is a non-profit association founded on the 25th of June 2015. The objectives of the INC are to contribute to the efficient fight against cancer, to allow all cancer patients in Luxembourg to access structured and standardised clinical pathways of high-level medical care, and to contribute to the oversight of healthcare spending in the domain of oncology. Presently, the INC is strongly involved in the implementation of the 2nd National Cancer Plan 2020-2024 in Luxembourg.

The INC is looking for a:

Project Manager Digitalisation & eMedicine

JOB DESCRIPTION:

- Manage a portfolio of digital and operational healthcare projects throughout their deployment phases (analysis of needs, drafting of specifications, contracts, administration, obtaining approvals, deadlines/timelines, budgets...), in particular, in the context of the 2nd National Cancer Plan 2020-24 (PNC2)
- Propose digital projects and policies/standards in the areas of activity of the INC and ensure their promotion both internally and with the INC's external partners
- Manage the day-to-day digital operations (hardware, software, licenses, offers, etc.) of the INC,
- Report on the progress of the work carried out
- Represent the INC in meetings with external partners (public or private) in the context of digital health projects, e.g., workgroups, presentations
- Participate in the meetings with external partners related to the digitalisation projects of the *PNC2*
- Ensure the compliance of the INC at the IT level with regard to the data protection (GDPR) and the security of its information systems with the help of external partners
- Participate in the development of the reporting and digital monitoring approaches for the PNC2.

POSITION REQUIREMENTS:

- Master's level (Bachelor or PhD) with a minimum of 5 years of proven experience and dual skills/experience in IT and in managing the deployment of projects in digital health, biomedical or in the domain of healthcare (eHealth, eConsent, AI, eMedicine, etc.)
- Knowledge of the organisation and legislation of the Luxembourg health system. Basic knowledge in oncology is considered an asset
- Knowledge of health-related data protection in the context of digital projects. Good knowledge of the GDPR in these areas is an asset
- Mastery of Mac and Windows operating systems as well as the MS Office suite (Word, Excel, PowerPoint). Experience in database management is an asset
- Certification in IT project management (PMI, PRINCE2, Agile) and an ITIL4 qualification are considered an asset
- Good analytical and presentation skills
- Proactivity, reactivity, results-oriented
- Team player
- Force of proposal
- Good written and oral communication in at least two of the following languages: German, English, French. Knowledge of Luxembourgish is considered as an asset
- Flexibility on missions (expanding entity) and working hours (evening meetings possible)
- Occasional travel nationally and within the EU is possible.

APPLICATION PROCEDURE:

We are looking forward to receiving your application, including a motivation letter and your *curriculum vitae*, sent to Ms Anne DROCHON before the 2nd of August 2022 at: anne.drochon@inc.lu.