

**Vacancy: Program Manager**

**Location:** Brussels (hybrid)

**Contract:** Full-time, fixed-term 12 months- with possibility of renewal, Belgian employment contract

**About European Oncology Nursing Society (EONS):**

The European Oncology Nursing Society (EONS) is a leading non-profit organisation dedicated to supporting and advancing cancer nursing across Europe. Through our strategic focus on Practice, Research, Education, Advocacy, and Sustainability, we aim to strengthen the voice of cancer nurses and improve care for all people affected by cancer. To learn more about our work and initiatives, visit our website at <https://www.cancernurse.eu/>.

**The Role**

We are looking for a proactive and versatile Program Manager to support the implementation of EONS' strategic initiatives and ensure efficient day-to-day operations. The Programme Manager will manage a range of projects—including EU and Pharma-funded initiatives—coordinate with our dynamic working groups, and contribute to effective internal collaboration and stakeholder engagement. Experience with EU-funded projects is essential, as the role includes responsibility for compliance, reporting, and coordination in line with relevant funding rules and guidelines.

**Key Responsibilities**

- Lead and manage assigned project, particularly EU & Pharma -funded initiatives—from planning through execution, ensuring compliance, timely delivery, monitoring and budget oversight.
- Coordinate and support the activities of EONS Working Groups, helping them implement their action plans.
- Assist with financial tracking and reporting in collaboration with the COO and Treasurer.
- Support member engagement and communication and act as a liaison with external partners, members, and the public.
- Report to Chief Operating Officer and contribute to internal process improvements and knowledge sharing within a small, dynamic, and international team

**Profile**

- Minimum of a Bachelor's degree in Business Administration, Project Management, Healthcare Management, Non-profit Management, or a related field. A Project Management Professional (PMP) or equivalent certification is required.
- Experience with EU-funded projects is essential. Preference will be given to candidates who have held a management or coordination role within such projects.
- 3–5 years of relevant project or programme management experience. Prior work in healthcare, the non-profit/association sector, or the pharmaceutical industry is considered a strong asset, but not a requirement.
- Demonstrated experience managing multiple projects and working with diverse teams.
- Excellent English communication skills; a good command of Dutch and/or French is an advantage.
- Strong organisational, digital, and interpersonal skills with collaborative mindset.
- Ability to anticipate needs, take initiative, and work independently with minimal supervision.
- Experience with EU-funded projects.



- Must be an EU citizen or hold a valid EU work permit.

### **We Offer**

- A meaningful role in a dynamic European non-profit organisation.
- Belgian full-time contract with competitive salary, social security, and benefits (meal vouchers, transport reimbursement).
- Flexible working hours and partial home-office (2 days/week in the Brussels office).
- International work environment and professional development opportunities.

### **How to Apply**

We invite interested candidates to submit the following documents:

- a CV
- A cover letter (maximum 1 page or 500 words) outlining their motivation, qualifications, and relevant experience, especially with EU-funded projects, and explaining why they are a good fit for the role
- Two references, including name, relationship to the candidate, and contact details
- Any relevant supporting documentation (e.g. portfolio of evidence of past project work)

Send your CV and a motivation letter to:

- [malika.denolf@cancernurse.eu](mailto:malika.denolf@cancernurse.eu)
- [nikolina.dodlek@cancernurse.eu](mailto:nikolina.dodlek@cancernurse.eu)

**Application deadline: 20 August 2025**

EONS values diversity and inclusion. We welcome applications from candidates of all backgrounds, cultures, and identities.

Shortlisted candidates will be contacted for interviews by the end of August 2025.