



## **Project Coordinator (HIV and related conditions)**

### **Join Our Team as a Project Coordinator (HIV and related conditions)**

The European AIDS Clinical Society (EACS) is a leading not-for-profit organisation committed to promoting excellence in standards of care, research, and education in HIV infection and related conditions. We advocate for equitable access to healthcare and aim to improve quality of life for those at risk or affected, while shaping public health policies to reduce disease burden.

**Position:** Project Coordinator (HIV and related conditions)

**Location:** Brussels, Belgium

**Job Type:** Full-Time

**Role Overview:** We are seeking a passionate and dynamic Project Coordinator to manage and execute impactful projects related to HIV and co-infections. This role involves project management, content development, and collaboration with international stakeholders. As a vital part of the EACS Secretariat, you will contribute to HIV prevention and care efforts across Europe.

### **Key Responsibilities:**

#### **Project Management and Coordination:**

- Plan, coordinate, and execute HIV-related projects.
- Develop and manage project timelines, budgets, and work plans.
- Monitor progress, address challenges, and adjust plans as needed.
- Prepare applications and reports for funding providers.
- Liaise with committees to define project requirements and organise meetings.
- Ensure projects meet objectives on time and within budget.
- Represent the organisation at meetings, conferences, and events.
- Coordinate joint initiatives with partner organisations to maximise impact.

#### **Content Development and Education:**

- Design educational materials and training programmes on HIV and co-infections.
- Conduct research to gather relevant information and best practices.
- Collaborate with experts to design engaging educational content.
- Develop multimedia content to enhance learning.
- Coordinate workshops, webinars, and educational events.

#### **Monitoring, Evaluation, and Learning:**

- Develop and implement frameworks to assess project impact.
- Collect and analyse data to track progress, identify improvements, and use evaluation findings to inform decision-making and enhance programmes.



**Qualifications:**

- Bachelor's or master's degree in public health, social sciences, or a related field (Master's preferred).
- Minimum of 5 years of relevant experience.
- Comprehensive knowledge of HIV and infectious disease health issues.
- Experience in developing educational materials and training programmes.
- Excellent organisational, communication, and interpersonal skills.
- Familiarity with e-learning platforms and multimedia content development.
- Ability to manage multiple tasks and priorities simultaneously.
- Proficiency in Microsoft Office Suite and project management tools.
- Full proficiency in English (oral and written).

**What We Offer:**

- Join a small, dedicated team in a multicultural and stimulating environment.
- Full-time employment contract under Belgian law, based in Brussels.
- Competitive salary commensurate with experience.

**How to Apply:** Submit your cover letter and CV (max 2 pages) in English to Joelle Verluyten, Executive Director, at [applications@eacsociety.org](mailto:applications@eacsociety.org) by **31 March, 2025**. Please note that only shortlisted candidates will be contacted.

**Contribute to ending the HIV epidemic by joining EACS today!**

For more information, visit our [website](#).