



## **The Council of European Dentists (CED) is recruiting a Policy Officer (maternity leave cover)**

### **// OVERVIEW OF THE VACANCY**

The [Council of European Dentists](#) (CED) is looking for a **Policy Officer** for its Secretariat in Brussels. This position is intended to be a full-time (38 hours per week) temporary position, starting ideally end of July / August 2025 until April / May 2026.

The holder of the post will be responsible for monitoring, analysing and reporting on EU legislation, drafting position papers, assisting in the organisation of CED events, and providing information and other services to the CED membership. In addition, the Policy Officer will support lobbying by CED members, will assist in maintaining links with EU Institutions and stakeholder organisations in Brussels and will contribute to CED communications activities.

An overlap with the current Senior Policy Officer is foreseen to ensure a smooth handover.

### **// DESCRIPTION OF TASKS OF THE POLICY OFFICER**

#### POLICY MONITORING, REPORTING AND ANALYSIS

- Monitors EU policy: monitors agendas and publication of initiatives, attends and reports from hearings and meetings;
- Provides reporting and analysis of political, legislative and regulatory developments and their impact on CED interests;
- Drafts CED policy documents, speeches and articles;

#### MEMBER SERVICES

- Handles general member requests, with support from the staff and President;
- Shares with the Senior Policy Officer and the Office Manager the responsibility for organisation of CED statutory and other meetings;
- Has responsibility for taking minutes at CED Board and General Meetings;

#### LOBBYING AND NETWORKING

- Shares with the staff the responsibility for supporting lobbying by CED members and for building and maintaining links with EU institutions and national representatives in Brussels;

#### COMMUNICATIONS

- Shares responsibility for CED communications activities

## // PROFILE SPECIFICATION

- University degree in law is preferred, political science or related field will be also considered,
- 3-5 years of work experience, preferably in an EU Institution or a European professional association,
- Excellent written and spoken English, and good French and/or German would be an advantage,
- Familiarity with EU policy in areas of internal market, health, eHealth, dental materials and medical devices, infection control, waste management and experience with communications activities would be useful.

The holder of the post will be expected to quickly assume a high degree of responsibility. Applicants should be able to demonstrate:

- Ability to assume a high degree of responsibility,
- Demonstrate an ability to work alone and in a small team,
- Well developed analytical skills,
- Good organisational skills – organisation of Working Group meetings, Task Forces, General Meetings, Board meetings, public events,
- Good communications skills,
- Good political judgment,
- Good knowledge of EU legislative process and lobbying,
- Excellent drafting skills.

Work might require some international travel within the EU. In addition, candidates should be eligible to work in Belgium.

## // APPLICATION PROCESS

To apply, send your CV and cover letter to [ced@cedentists.eu](mailto:ced@cedentists.eu) by **May 26th**. Please specify in the subject of your email: **Application – CED – Policy Officer**.