

## Job Announcement:

### Junior Project Coordinator Intern (Health Sector NGO)

**Location:** Brussels, Belgium

**Contract Type:** *Contrat d'Immersion Professionnelle*

**Start Date:** As soon as possible

**Duration:** 6 months (renewable)

## About Us

The International Diabetes Federation European Region is a non-profit organisation representing 73 national diabetes organisations in 45 countries. Our vision is “From early detection to cure — transforming life with diabetes through innovation, leaving no-one behind”.

## Position Summary

We are seeking a motivated and detail-oriented **Junior Project Coordinator Intern** to support our project management team in the planning, coordination, and monitoring of ongoing programs. This position offers an excellent opportunity to gain hands-on experience in international project coordination within a dynamic and mission-driven NGO environment.

## Key Responsibilities

- Support the preparation, implementation, and follow-up of project activities.
- Assist in drafting reports, presentations, and project documentation.
- Contribute to data collection, monitoring, and evaluation activities.
- Help organize meetings, workshops, and field missions.
- Maintain communication with project partners and stakeholders.
- Provide administrative and logistical support to the Project Management Unit.

## Profile Requirements

- Recent graduate (Bachelor’s or Master’s degree) in Public Health, International Relations, Development Studies, Project Management, or a related field.
- Strong organizational and communication skills.
- Fluency in English is required; additional European languages are an asset.
- Proficient in MS Office Suite (Excel, Word, PowerPoint); knowledge of project management tools is an advantage.
- Demonstrated interest in global health, NGO work, and international development.
- Eligible to work in Belgium and holding a valid permit to work in the EU.

## We Offer

- A dynamic and multicultural working environment in the heart of Brussels.
- Practical experience in international health project management.
- Learning and networking opportunities within the global health community.
- Monthly allowance in line with the *Contrat d'Immersion Professionnelle* framework.



## How to Apply

Please send your **CV and a short motivation letter** (in English or French) to [idf-europe@idf-europe.org](mailto:idf-europe@idf-europe.org) with the subject line:

*“Junior Project Coordinator Intern – [Your Name]”*

Applications will be reviewed on a **rolling basis**, and the position will remain open until filled.

## Equal Opportunity

IDF Europe is an equal opportunity employer. We value diversity and encourage applications from all qualified individuals, regardless of gender, nationality, age, or background.