

# semiotics

is looking for a  
**programme director**  
to support our team and our people

## OUR MISSION:

directing science to the heart of society by organizing international conferences and setting up dissemination projects for our clients

## OUR CLIENTS:

International scientific organisations

## HAVE A LOOK @

[www.eswi.org](http://www.eswi.org)  
[www.onehealthplatform.com](http://www.onehealthplatform.com)

## THE AIM OF THE ORGANISATIONS WE WORK WITH:

bringing their scientific data and insights to people who can benefit from it

## WHO ARE WE:

agency based in Belgium, Berlare

consortium of payroll and freelance enthusiastic people

## HOW WE WORK:

everyone works @ their own home - we take care of the equipment (iPhone, laptop, internet connections,...). We meet every Tuesday @ the agency / Berlare (we call it "lab day")

**TASKS OF THE PROGRAMME DIRECTOR:** Compiling the programmes of the World One Health Congress (Edinburgh), the 7th ESWI Influenza Conference (Valencia), the 1st International One Health Forum (Africa) and other ad hoc symposia and meetings. Have a look at [www.onehealthplatform.com/wohc/home](http://www.onehealthplatform.com/wohc/home) and [www.eswi.org/influenzaconferences/](http://www.eswi.org/influenzaconferences/) | Identify and maintain relationships with speakers for the events we organize | Follow up of abstract submission procedures for the events | preparation and organisation of Board Meetings - Programme Committee Meetings - Local Organising Committee meetings | research about the areas we operate in | grant writing and contacts with funders

**IT HELPS WHEN YOU:** are an excellent writer and planner | speak and write English as if you were born in the UK | are a multitasker | are interested in hard core science and eager to work with the best scientists of the globe | like to work independently (@home) | are ready to travel

## NECESSARY TO KNOW AND FEEL:

- Mac environment
- English (written and spoken)
- PowerPoint
- To be able to work independently (@home)
- Ready to travel once in a while



## WHAT WE OFFER:

Full time contract and a nice salary | working @home/creative and exciting environment | interesting people to meet | some travel |

## INTERESTED?

Mail us: [chris@semiotics.be](mailto:chris@semiotics.be) DEADLINE: 4 MARCH 2019

You will hear back from us second week of March 2019