

INTERNSHIP POSITION

RESEARCH & PROJECT ASSISTANT

Location: Brussels, Belgium

Contract Type: Contrat d'Immersion Professionnelle

Start Date: Late August / Early September 2026

Duration: 6 months (with potential for continuation)

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 Research & Project Assistant to support our research and publications programme. The selected candidate will work alongside our team on ongoing research projects examining key aspects of diabetes care across European health systems across the full project cycle from data collection and stakeholder engagement through to analysis and publication. The role offers hands-on experience of health research in a European policy context and an excellent opportunity to develop skills in research, analysis, stakeholder coordination and communication within a health NGO active across the European Region.

Key Responsibilities

Research and data collection

- Conduct desk research to identify and compile existing data and policy information on diabetes care across selected European countries
- Support the development of data collection tools including interview guides and surveys
- Assist in conducting interviews and surveys with health experts
- Organise and maintain data and research documentation

Analysis and drafting

- Support the analysis and synthesis of qualitative and quantitative data
- Contribute to the drafting of the research publication and related outputs (e.g. policy briefs, summary documents and presentation materials)
- Assist in preparing materials for experts' consultations (e.g. background document and meeting summaries)

Coordination and project support

- Coordinate scheduling and logistics of research activities (e.g. interviews, experts' consultations and meetings)
- Help maintain communication with project stakeholders
- Provide administrative and logistical support to ensure the smooth running of the project

Profile

- Recent graduate (Bachelor's or Master's degree) in Public Health, International Relations, Development Studies, Project Management, or a related field
- Genuine interest in health issues, public health and diabetes
- Strong research skills, including ability to conduct desk research and synthesise information from multiple sources
- Good analytical and critical thinking skills, with ability to interpret and present data clearly
- Fluency in English (additional European languages are an asset)
- Strong organisational skills and attention to detail, with ability to manage multiple tasks
- Proficient in MS Office (Word, Excel, Power Point)
- 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
- Hands-on experience in health research projects and publications
- Exposure to European health policy and diabetes advocacy landscape
- Learning and networking opportunities within the European and global health community
- Flexible hybrid working arrangement combining office and working from home
- Monthly allowance in line with the Contrat d'Immersion Professionnelle framework
- Lunch vouchers and public transport reimbursement within Brussels

How To Apply

Interested and qualified candidates are invited to send a CV and a cover letter to describe interest and relevance to the position to martina.boccardo@idf-europe.org. Applications are reviewed on a rolling basis, therefore sending applications as soon as possible is advisable. The selected applicant is expected to start in late August or early September.

We encourage applications from candidates of all ages, genders, abilities, sexual orientations, ethnic and cultural backgrounds, and experiences, and we strive to create an inclusive, welcoming and supportive workplace.