

Date: April 7th 2026

ACC is recruiting a European Certification Manager for the project EUnetCCC

Job title: European Secretariat Manager for the Project EUNET CCC WP5 (task 5.3)

Contract type: Fixed-term contract (Italian CoCoCo) or Independent Contractor Agreement (Contratto Libero Professionale)

Reports to: ACC (TASK 5.3)

Location: Italy and/or teleworking

Description

Launched in October 2024 as part of the **European Plan Against Cancer**, the **EUnetCCC initiative**, led by INCa, aims to create a structured, interconnected, and sustainable **European network of cancer centres recognized for their excellence in care, research, and innovation**. The network is expected to ensure that **90% of the eligible European population has access to high-quality cancer care by 2028**.

The project has two main objectives:

1. To define a **European certification scheme** to assess and recognize excellence among cancer centres across Europe.
2. To establish a **strong collaborative European network** in oncology.

EUnetCCC is one of the largest collaborative initiatives in European cancer policy and research. The project is organized into **nine Work Packages (WP)** — three organisational (WP1 Coordination, WP2 Communication, WP3 Evaluation) and six operational (WP4 Sustainability, WP5 Certification, WP6 Capacity Building, WP7 Network Governance, WP8 Network Activities, WP9 Comprehensive Cancer Care Network).

Work Package 5 (Certification), which develops the European certification framework for Comprehensive Cancer Centres (CCCs), is **led by HAS (Haute Autorité de Santé, France)**.

Within WP5, **Task 5.3** focuses on developing and implementing the operational certification process. This task is **co-led by Alleanza Contro il Cancro (Italy), Unicancer (France), and the Deutsche Krebsgesellschaft – DKG (Germany)**.

To support these activities, a **Certification Secretariat** composed of two staff members will oversee the administrative and operational management of the certification process.

The **European Project Secretariat Manager** will support the coordination and monitoring of certification-related activities within the Certification Secretariat.

Main tasks

The Certification Secretariat Manager will be responsible for:

- Managing applications from centres seeking certification

- Confirming the initiation of the certification process with applicant centres
 - Monitoring the information submitted by centres during the application process
 - Collecting questions from centres and sharing them with the Certification Task Force
 - Organizing bilateral meetings between the Task Force and applicant centres
 - Collecting feedback from centres on the IT portal and certification tools
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Required profile

Education

- Master's degree in **political science, European affairs, management, administration, scientific field** or a related field.

Experience

- Previous experience in **European projects or health-related initiatives** is desirable but not mandatory.

Skills

- Strong **administrative, organisational and logistical management skills**
- Good command of **office software** (Word, Excel, PowerPoint)
- **Fluency in English** (written and spoken) (Mandatory)
- **Availability to travel**

Personal qualities

- Strong organisational skills and attention to detail
 - Ability to work effectively in a **team environment**
 - Flexibility and adaptability
 - Experience in **international or multicultural environments**
 - Service-oriented and collaborative attitude
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Salary

To be negotiated.

Application: Please send your **CV and a short cover letter** of motivation in English by email to **dirgen@alleanzacontroilcancro.it** before **April 24th 2026** and in the subject line Application for Certification Secretariat Task 5.3 (Important).