

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER OFFICE MANAGING DIRECTOR (GENEVA – CH)

The European Association for the Study of the Liver (EASL) is looking for a new managing director. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under [a written constitution](#).

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants.

EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools. EASL also runs its own journal, the Journal of Hepatology, one of the leading journals in gastroenterology and hepatology (impact factor more than 12). EASL supports the education and mobility of young scientists, and provides a broad range of travel bursaries and fellowships. EASL acts as an advisor to European and national health authorities, and in 2015 opened a Brussels office to support these activities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts approximately 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

Major functions and responsibilities:

- To serve as the interface between the EASL Governing Board and the Geneva and Brussels offices, and to ensure high quality and effective implementation of Governing Board policy and decisions.
- Practical responsibility of EASL programming, product and service delivery and project and team management in these areas. This includes contract negotiations.
- To oversee financial, tax, compliance and risk management together with the EASL Treasurer and the Secretary General, ensuring prudent management of the association's resources within the budget guidelines and according to the Swiss law and the EASL constitution.
- To oversee human resources within the EASL offices, maintaining a productive and constructive working environment, where the individual employees are managed according to authorized personnel policies, procedures and relevant law.
- To maintain an effective communication between EASL and its members, its external partners (including the EASL International Liver Foundation) and other relevant stakeholders, enhancing awareness of EASL activities and the provision of a consistent, strong and positive image.

- To ensure that the administrative and IT systems within the EASL offices are maintained to a high standard, and that transparent mechanisms for communication between departments are in place.
- To participate in EASL fundraising activities together with the Secretary General and to help develop strategies to financially support the association.

Requirements:

- Graduate degree or equivalent education in business administration, public health or a medically related field is preferable.
- Familiarity with laws, standards (e.g. RPC21) and other relevant regulations applicable to non-profit organizations.
- At least 5 to 10 years of experience in an administrative management role.
- Experience in the management of activities relevant to the association is an advantage but not a requirement (e.g. congress management, multimedia communications, eLearning etc.)
- Ability to deliver and implement EASL Governing Board directions to the EASL office.
- Able to travel upon request.

Key strengths:

- Strong integrity and ability to adhere to ethics and governance rules of EASL as an NPO.
- Excellent presentation and verbal communication skills in an international environment.
- Confirmed track record in effective team management and delegation, ability to motivate a workforce and foster a collaborative working environment.
- Organizational skills, ability to multitask, positive attitude to complex problem solving, computer literacy.
- Strong project management and delivery skills.
- Established network and knowledge of the health association environment.

Other details:

- This position is wholly based in Geneva (Switzerland).
- Bi-lingual capacity (English and French) an advantage but not a requirement.
- The candidate needs to have the legal right to work in Switzerland.

Please send a cover letter with your CV, to the EASL office attn. Ms. Sofia Blomqvist at sofia.blomqvist@easloffice.eu before 15th February 2018.

For further information, please contact the EASL Secretary General, Prof. Tom Hemming Karlsen at t.h.karlsen@medisin.uio.no, phone +41 (0)22 807 03 62.

Geneva, January 10th, 2018.