



Education and Scientific Advisor

JOB DESCRIPTION

Reports to: EASL Managing Director

Location: EASL Office in Geneva, Switzerland

Occupation: 100%

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER

The European Association for the Study of the Liver (EASL) is recruiting an Education and Scientific Advisor. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL

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 nearly 4,500 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with 10,000 participants. EASL's core mission is the promotion of science, research and education concerning liver diseases and to be the advocate for the liver for the benefit of patients. 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 acts as an advisor to European and national health authorities.

EASL activities and projects are coordinated by the EASL office in Geneva, which currently hosts nearly 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.

The Position

We are looking for an experienced, strategic thinking scientific & business professional with excellent business development, planning & implementation skills to take the lead on all scientific and educational initiatives delegated by the EASL Governing Board and Committees to the EASL office in Geneva and potentially Brussels. Your role will be to:

- Develop and lead a coherent and coordinated education strategy to support EASL in its mission to be the key facilitator of excellence in liver-related science and the prime resource for liver-related education
- Manage specific initiatives as defined by the Governing Board and Committees including Education, Scientific, Public Health, Advocacy and Clinical Practice Guidelines.
- Provide administrative support to EASL Education and Clinical Practice Guidelines Committees
- Provide guidance and input on selected Scientific Committee activities
- Be the principal education and scientific expert within the EASL Office structure, providing both guidance and content to other business units such as scientific programmes, events, corporate relations, membership, marketing and communications
- Monitor and adapt EASL's scientific & educational activities optimising and demonstrating the impact and value of what we do
- Develop processes, technology and products
- Develop high quality educational opportunities and research funding schemes and fellowships for physicians and researchers in the field of liver disease.
- Take collective responsibility as a member of the senior management team for delivering the EASL business plan and key priorities
- Manage relationship with scientific partners
- Update job knowledge and skills by participating in continuous professional development
- Represent EASL in professional educational communities, publications, platforms and events

European Association for the Study of the Liver

7 rue Daubin 1203 Geneva Switzerland | Phone +41 22 807 03 60
easloffice@easloffice.eu | www.easl.eu

Management

- Develop the Education team in accordance with EASL's human resources policy and procedures;
- Manage the team's performance, standards, skills, competencies & motivation
- Contribute to operational management and performance of EASL as a member of the senior operational management team;
- Undertake any other duties commensurate with the role.

KNOWLEDGE, SKILLS, EXPERIENCE

Technical and operational.

Combines discipline-specific knowledge with leadership and business skills to promote the efficiency, profitability and competitive position

We are looking for a candidate who has:

- A degree or post-graduate qualification in a relevant discipline
- At least ten years working in an international organisation whose activity is linked to medical science, research, education
- Extensive knowledge of the scientific/medical/pharma environment and stakeholders linked to medical societies
- A demonstrable background in the development and delivery of strategies, work plans, and budgets
- Considerable proven experience in leading scientific & educational projects
- Experience in evaluation management and methodology including analysing quantitative and qualitative data;
- Demonstrable experience of working in coalitions and the ability to develop and maintain constructive senior level relationships with key partners and stakeholders;
- Excellent analytical and writing skills in English and at least one other EU language;
- Strong interpersonal skills with the ability to negotiate and influence successfully;
- Strong organisational and planning skills with an eye for detail and accuracy and a proven ability to meet deadlines;
- An ability to work on her/his own initiative and self-start projects;
- Strategic thinking skills who is able to analyse and solve complex problems;
- An ability to work as a member of a team and inspire trust;
- An awareness of equal opportunities and different cultural environments and issues.
- Be comfortable operating in a matrix structural organization with multiple players and be an accomplished team leader to deliver projects to (sometimes challenging) deadlines.

Managerial experience.

We are looking for a candidate who has:

- Experience in managing staff and/or volunteers;
- The ability to operate at a senior level including close collaboration with the Managing Director, Governing Board members and key opinion leaders;
- Experience of overseeing projects and ensuring their delivery on time, on scope and to budget;
- An ability to develop systems and procedures;
- An ability to chair and lead meetings;
- An ability to prioritise and delegate.



ADDITIONAL REQUIREMENTS

The candidate must be:

- A national of one of the EEA Member States or Swiss working permit
- Willing and able to undertake regular travel within Europe and, occasionally, beyond.
- Participation in the EASL International Liver Congress each April is compulsory.

Contact details:

- Only complete application (CV, motivation letter and Certificate and Diplomas) will be considered. Please send them to recruitments@easloffice.eu

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.