

JOB DESCRIPTION

Position title: IT Manager

Location: EASL office

Occupation: 100%

The Association:

The European Association for the Study of the Liver (EASL) is a non-profit organisation with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution. All EASL activities and projects are coordinated by the EASL office in Geneva, which employs more than 35 people across several departments. The diverse and dynamic team offers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

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 has approximately 5,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 9,000 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 also established a broad collection of online education and digital tools. EASL acts as an advisor to global, regional and national health authorities, patient organisations and civil society on public health, policy and advocacy matters.

Position Summary

Mission:

EASL is committed to digitalisation across EASL activities, projects, and administration. You will be the key person by bringing in your knowledge and experience to advise on best practices, coordinate, implement and integrate various IT systems.

Key responsibilities include:

- Assessing the current technology infrastructure and identifying areas that need improvement or modernisation in order to support the association's digitalisation goals.
- Identifying the association's digitalisation goals and objectives, such as increasing online membership or streamlining communication with members.

- Developing a plan for implementing new technologies and systems that will support the association's digitalisation goals. This may include implementing new software, hardware, or other IT infrastructure.
- Communicating the digitalisation strategy to key stakeholders within the association, such as the governing board, staff, and members.
- Managing the implementation of the digitalisation strategy, including coordinating with external vendors, managing project timelines and budgets, and overseeing the testing and deployment of new systems.
- Monitoring and evaluating the effectiveness of the digitalisation strategy and making adjustments as needed to ensure the association's digitalisation goals are met.
- Keeping up with the emerging trends and technology to update the strategy and make sure the association stays relevant.
- Overseeing and utilizing the CRM to improve customer satisfaction and loyalty.
- Managing the organisation's data, ensuring its accuracy, security, and accessibility.
- Maintain and develop the IT and communication infrastructure.
- Develop, implement, and monitor compliance policies.
- Provide training and guidance to employees on compliance-related topics.

Qualifications and experience

- Technical expertise in various areas such as network and system administration, CRM and ERP systems
- At least 5 years' experience in IT Project management
- Bachelor's Degree in Information Technology, Information Systems or Computer Science preferable
- Microsoft/SharePoint certification a plus
- Project management skills
- Experience in the association, NGO or related sectors is a plus
- English fluent

Additional requirements:

- Strategic planning and leadership
- Understanding of business operations and goals
- Strong communication and interpersonal skills
- Problem-solving and decision-making abilities
- Strong organisational skills
- Budget and resource management
- Understanding of cybersecurity and data privacy regulations
- Knowledge of industry trends and emerging technologies
- Ability to manage and mentor IT staff

What we offer:

- Flexible working hours
- Possibility of remote work
- Great remuneration package
- Exceptionally good pension plan
- Diverse, equitable and inclusive workplace and employer
- Job security, integration into EASL Office team and EASL leadership governance community

- One to one management and mentoring
- Career development guidance and opportunity

EASL is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.

Contact details:

Please send the complete application (CV, motivation letter, Certificates and Diplomas) to recruitments@easloffice.eu

Only complete applications will be considered. Please note that due to time constraints, we will only answer the applicants that are selected for a first round of interview. Thank you for your understanding.