

5 January 2026

JOB DESCRIPTION

Position title: IT Manager

Reports to: Head of Events & Operations

Location: EASL office

Occupation: 100%

The Association:

EASL, the European Association for the Study of the Liver, founded in 1966, is a medical association dedicated to pursuing excellence in liver research, to the clinical practice of liver disorders, and to providing education to all those interested in hepatology. As of 2025, EASL serves 7,700 members from 123 countries.

EASL engages globally with all stakeholders in the field of hepatology, worldwide. Our aim is to spread knowledge and expertise in best practices and the latest scientific breakthroughs in this field. We advocate for the benefit of patients and advise European and national health authorities. EASL runs topical conferences, schools, and related educational meetings. Our journals, the *Journal of Hepatology* and *JHEP Reports*, provide an international forum for the publication of original articles, reviews, and letters to the Editor, describing the latest science in hepatology. Our eLearning hub, EASL Campus, offers more than 6,200 resources on hepatology and liver research.

Position Summary

Mission:

The IT Manager is responsible for leading the organisation's digital transformation to ensure a modern, intuitive, and secure digital workplace. The role oversees IT architecture, cyber security, data protection, and coordination with external IT partners, ensuring that systems are secure, reliable, and aligned with organisational needs.

The IT Manager assesses existing systems and processes to identify opportunities for optimisation and digitalisation, serves as the internal focal point for IT matters, selects and manages external providers, and defines and oversees the IT budget.

Key Responsibilities:

Strategic Digital Transformation

- Evaluate current systems, workflows, and tools to identify opportunities for optimisation and digitalisation.
- Translate organisational needs into clear functional and technical requirements for external providers and internal projects.

- Lead the integration of the CRM with other internal and external systems, including SSO implementation and identity/access management.
- Review and redesign the existing SharePoint structure to create a coherent architecture (sites, libraries, permissions, governance, metadata) and oversee its enhancement and technical implementation by external specialists.
- Evaluate, recommend, and pilot new technologies (including AI tools) to support efficiency and organisational objectives.
- Ensure successful user adoption of new tools through communication, training, documentation, and change management.

Cybersecurity, Compliance & Governance

- Assess, develop, and maintain IT and cybersecurity policies (e.g., access control, MFA, data retention, AI usage) and coordinate implementation with external cybersecurity specialists where needed.
- Ensure compliance with GDPR and relevant data protection requirements, working with legal or external experts as appropriate.
- Promote a strong culture of security and data privacy through staff training and awareness initiatives.

Vendor & Project Coordination

- Act as the primary contact for external IT partners and other technology providers.
- Lead IT project phases from scoping and requirements definition through to implementation and user adoption.
- Monitor service delivery performance, challenge proposed solutions, and ensure compliance with scope, timelines, and budget.

IT Operations & Support Coordination

- Oversee onboarding and offboarding processes, device allocation, and access rights (execution supported by external IT partners).
- Maintain and update the IT asset inventory and coordinate hardware and software procurement.
- Manage licences, subscriptions, renewals, and software administration.
- Coordinate IT support requests and ensure timely resolution with external providers.

Management & Organisational Contribution

- Collaborate with the Executive Director, the Head of Events and Operations and the Office Management team to align IT priorities with organisational strategy and mission.

- Contribute to cross-departmental coordination and collective operational initiatives.
- Foster high operational standards and support a collaborative, professional workplace culture.

Qualifications and experience

- Degree in Information Technology, Information Systems, or equivalent professional experience.
- Minimum 5 years' experience in IT management or digital transformation roles, preferably in non-for-profit associations.
- Proven experience with Microsoft 365 and SharePoint architecture (including restructuring projects). Microsoft certifications are a strong advantage.
- Experience translating business needs into technical requirements, particularly for systems integration, SSO, identity and access management, or CRM-related workflows.
- Demonstrated ability to coordinate external IT providers, manage service delivery, challenge proposed solutions, and oversee implementation.
- Solid understanding of cybersecurity, IT governance, access rights, data protection, GDPR compliance, and basic data governance principles such as data accuracy, ownership, and lifecycle management.
- Service-oriented attitude and strong project management skills.
- Language Skills: Excellent command of English (spoken and written) is required. French is considered an advantage but is not essential.
- Experience working in an association, NGO, or similar environment is considered an asset.
- Open to Swiss resident or G-permit holder

What We Offer

- Competitive remuneration and outstanding pension plan.
- Flexible working hours and the possibility of remote work.
- A diverse, equitable, and inclusive work environment.
- Professional development, mentoring, and growth opportunities.
- The opportunity to support EASL's core values and to actively contribute to our broader purpose and mission of beating liver disease and promoting liver health

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 fully completed applications will be taken into consideration. Kindly note that only candidates shortlisted for an interview will be contacted. We thank you for your understanding.