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United European  
Gastroenterology (UEG)  
House of European  
Gastroenterology  
Wickenburggasse 1  
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Austrian Register of  
Associations  
N° 570340662

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**Position: EU Projects Manager (m/f/d)**

**Start: October 2023 – full time (37,5 hours/week)**

**Location: Wickenburggasse 1, 1080 Vienna**

**About UEG**

UEG, or United European Gastroenterology, is a professional non-profit organisation combining all the leading European medical specialist and national societies focusing on digestive health. The mission of UEG is to improve the prevention and care of digestive diseases in Europe through providing education, supporting research and improving clinical standards. UEG's headquarters is located in Vienna, Austria where we coordinate all association, research, education and congress-related matters. All other important information regarding our organisation can be found on our website at [www.ueg.eu](http://www.ueg.eu).

**The open position**

We offer the opportunity to work in our dynamic team and to actively shape the UEG Research agenda with a great deal of self-management and energy. Your area of responsibility includes the strategic support of the UEG Research Committee and implementation of services to support the Digestive Health Research community in getting European funding by participating in Horizon Europe proposals. We are looking for someone with proven experience in administrative management of EU funded projects, particularly knowledge of the European Commission rules associated with Horizon Europe.

**Your responsibilities**

- Project management and coordination - by providing non-scientific coordination and management services.
- Overall responsibility for the implementation of EU-funded research projects including expert support, management of contractual requirements, networking as well as technical & financial reporting.
- To conduct regular horizon-scanning of research policy developments and Horizon Europe calls in all relevant fields.
- Engaging and building networks with policymakers, research consortium partners, academics and other stakeholders across Europe and beyond.
- Prepare reports, background notes and policy documents.
- Disseminate project results and learnings and define a well-structured and effective communication strategy.

**Requirements**

- A minimum of 3 years' proven experience in successfully delivering projects, ideally at the EU or international level.
- Strong knowledge of the European research and innovation landscape as well as European Unions' funding schemes and policy priorities.
- Experience and strong affinity for science dissemination and communication.
- Project management and administrative skills dealing with contract handling and financial and legal documents.

- Inter-personal skills and ability to maintain effective partnerships and working relations within a multi-cultural environment.
- Business-level fluency in English – both oral and written, German language skills an asset
- An efficient, structured, independent, solution-oriented way of working.
- Team spirit and sociability.

#### **We offer**

- Efficient onboarding and a well-coordinated team, open and appreciative working atmosphere and meaningful work.
- Varied range of tasks in an international environment with a lot of autonomy and development opportunities.
- Family-friendly and flexible working environment, home office as well as modern and easily accessible offices.
- An NPO-compliant and performance-related gross annual salary with the readiness for overpayment in case of corresponding experience and qualification as well as further social benefits.

#### **Interested?**

Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Ms. Doris Möstl, [d.moestl@ueg.eu](mailto:d.moestl@ueg.eu)