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United European  
Gastroenterology (UEG)  
House of European  
Gastroenterology  
Wickenburggasse 1  
A-1080 Vienna, Austria

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Austrian Register of  
Associations  
N° 570340662

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Position: Programme & Education Manager (m/f/d)  
Start: Immediate – 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 in Vienna, Austria where we coordinate all association, 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

UEG Education takes a central role in promoting, disseminating and delivering cutting-edge, unbiased continuing medical education. To strengthen UEG's role in advanced postgraduate training and to ensure quality assurance in digestive health training we are looking for an enthusiastic person to support the Programme and Education Management Team in the [UEG Headquarters Management](#) in Vienna.

We offer to work jointly on the implementation of the educational strategy to harmonize training standards across Europe, and to enhance multidisciplinary continuing medical education and professional development of digestive healthcare specialists.

### Your responsibilities

- Planning, organising, co-ordinating and liaising with a wide range of academics and volunteer led boards to deliver training programmes and knowledge-based assessments and exams
- Continuous improvement of UEG's education and training offering, based on learner feedback and evaluation, knowledge assessment and best practices
- Establish and expand further relationships with European accreditation bodies and institutes and keep abreast of the European curriculum of gastroenterology and hepatology

### Requirements

- The ideal candidate
  - has a higher education degree and minimum of 3 years of relevant work experience (gained in a medical association is an asset).
  - is passionate about continuing education and professional development in the health/medical sector.
- Strong interest in working with academics and volunteer-led committees
- Ability to work at the operational and strategic level as well as collaboratively with other team members and external stakeholders
- Know-how about the European landscape of medical education and professional development incl. accreditation systems
- Experience with existing IT solutions for education and strong ability to adapt to new IT solutions

- Stress-resistant positive personality with very high engagement level
- Strong attention to detail and an efficient and structured way of working
- Excellent MS office skills (Word, Excel, Powerpoint, Outlook)
- Excellent written and verbal communication skills in English

**We offer**

- Efficient onboarding into a well-coordinated, international team and an open and appreciative working atmosphere and meaningful work.
- The opportunity to incorporate your skills within an innovative scientific organisation and to further develop your professional abilities.
- A family-friendly, flexible work environment, home office as well as a modern and easily accessible office.
- Social benefits including coverage of the “Wiener Linien” annual ticket, childcare support subsidy and others.
- An annual salary according to the Austrian collective agreement “Werbung und Marktkommunikation“ with the possibility of overpayment depending on one’s professional and personal qualifications

**Interested?**

Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Mr Christoph Ritsch [c.ritsch@ueg.eu](mailto:c.ritsch@ueg.eu)