

Position: Unit Lead – Scientific Congress Programme
Start: Autumn 2025 – full time (37,5 hours/week)
Location: Wickenburggasse 1, 1080 Vienna

About UEG

UEG, or United European Gastroenterology, is the leading non-profit organization for excellence in 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. As Europe's home for multidisciplinary gastroenterology, we unite professionals from national and specialist societies, individual digestive health experts and related scientists from all fields and career stages. 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.

The open position

The Unit Lead oversees the planning, execution, and evaluation of UEG Week's high-quality, multidisciplinary scientific programme. This role is responsible for managing the UEG Scientific Committee and coordinating with all internal departments, relevant stakeholders and external partners. The Unit Lead plays a key role in ensuring the continued scientific excellence, innovation, and development of UEG Week, helping it remain one of the leading medical GI congresses worldwide.

This position is designed for professionals outside of the scientific or medical disciplines. The ideal candidate will have strong expertise in developing and implementing scientific programmes for medical congresses, combined with a proven track record in the professional field.

Responsibilities

- Lead the operational planning and delivery of the scientific programme for UEG Week and collaborate with internal teams and external suppliers
- Manage flagship projects such as the [hands-on training](#) at UEG Week and other associated programmes.
- Coordinate closely with the UEG Scientific Committee, invited speakers, and external partners to deliver a high-quality, multidisciplinary programme.
- Manage the abstract submission and review process, including session planning, speaker logistics, and programme scheduling.
- Ensure compliance with relevant guidelines and support CME accreditation.
- Evaluate programme outcomes and contribute to the continuous innovation and excellence of UEG Week.
- Support junior team members through knowledge sharing and on-the-job training

Requirements

Hard Skills

- Min. of 5 years' experience in scientific congress programme management
- Proven project leadership in working with volunteer led boards
- Excellent communication skills with professional-level English proficiency
- Digital affinity and technical proficiency
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of statistical analysis and data interpretation

Soft Skills

- Strong decision-making, problem-solving, and prioritization skills
- Excellent collaboration and interpersonal communication skills
- High resilience and ability to perform under pressure
- Organized, goal-driven, and effective in dynamic, multitasking environments

We offer

- Efficient onboarding into a well-coordinated, international team and an open and mission-driven working environment.
- 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, food vouchers, childcare support subsidy and others.
- A gross annual salary according to the Austrian collective agreement "Werbung und Marktkommunikation" with the readiness for overpayment in case of corresponding experience and qualification as well as further social benefits.

Interested?

If you're ready to actively contribute and get involved, we'd love to hear from you! 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!