RECRUITMENT: PROGRAMME, SCIENTIFIC AFFAIRS DIVISION

Job description: Programme Assistant (Full-time, permanent)

The European Society for Medical Oncology (ESMO) is seeking to recruit a Programme Assistant.

To assist the Programme Department in the preparation of the educational and scientific programmes of the annual ESMO Congress and other ESMO events lying within the responsibility of the Programme Department.

For each event, this involves the management of Scientific Committees and Invited Speakers, the supervision of abstract submission, online programme information and speaker presentation management, the coordination of event-related publications (scientific and non-scientific) and other tasks associated with programme management.

THE ROLE: PROGRAMME ASSISTANT

External liaison with:
- Leading oncology specialists at the highest levels of their profession as well as doctors at the start of their careers
- Suppliers for online systems, scientific and non-scientific publications, speaker accommodation, transfers etc as necessary

Internal collaboration within ESMO:
- Congress Operations and Registration Departments for general event management and information exchange
- Communication and Events Sponsorship Departments for promotional and sponsorship activities
- Finance Department for supplier invoices and speaker/scientific committee reimbursements
- Web Department for the updates of the website and preparation of Formstack, mailings and smartsheet
- Education Department for ESMO-MORA accreditation applications

RESPONSIBILITIES

Assist the Congress Programme Department in the general development of the educational and scientific programme of the main European annual Congress (22,000 persons) and other smaller events (between 200 and 3,000 persons), including:

Assist with Scientific Committee and Invited Speaker management, including:
- Arranging & booking phone conferences and meetings for programme definition
- Scientific committee management including invitations, follow up, reports.
- Invited speaker management including logistics and administrative aspects such as invitations, follow up, accommodation, presentation preparation and release forms, webcasts, expenses claims, general queries
- Collaboration with external agencies for speaker travel and accommodation needs

Assist with abstract management of the annual Congress and other event, including:
- Support during abstract submission (email and telephone prior to and following the submission deadline)
- Sending of outcome notifications and other abstract-related communications to presenters
- System preparation for the abstract book export: abstract related phone conferences, renumbering, database preparation
- Abstract book proof-reading and checking
- Preparation of presenter information for poster presenters, poster discussion presenters and oral presenters

Assist with the preparation of online support tools (involving coordination with the web department) such as:

- Formstack forms used for the Scientific Committee and invited speaker replies and accommodation details
- Specific mailings for speaker invitations, travel and accommodation, general communications
- Webcast smartsheet files

Assist with the coordination of the programme-related web pages for all events:

- Constant updates of event programmes, either via the online system or pdf upload
- Preparation and updates on the abstract page, programme page, officers page.

Assist with the implementation, testing and problem solving of the online third-party systems (abstract submission, programme platform, cslide), including:

- Setting up tests before the systems are launched
- Support to users in case of problems

Assist with non-abstract-related printed matters, including:

- Preparation of the content through google Drive
- Proof-reading and checking

Assist with the Programme Department payments/invoicing and the update of the budget for:

- Speaker/Scientific committee reimbursements and accommodation
- Phone conferences
- Printed matters
- Programme Dept staff travel

Assist with onsite coordination of:

- Speakers and speaker preview centre
- The upload of the presentations onsite with system supplier
- Checks that everything is ok in the session auditoria

Assist with ESMO MORA applications:

- Collection of the Conflict of interest disclosure forms from all scientific committee members
- Coordination with the Educational department staff for the ESMO MORA accreditation
General support the Programme Department

- Monitoring of the main departmental email address
- Taking the minutes of / action plans for internal meetings
- Preparation of ad-hoc departmental PowerPoint presentations, materials for meetings
- Booking staff travel

ESSENTIAL SKILLS

• Advanced English - written and spoken
• Other languages an advantage
• Excellent social and communication skills
• Very good knowledge of MS office applications including Word, Excel, Power Point
• Good knowledge of database usage, website set up
• Demonstrated administrative skills -event management experience an advantage
• Excellent problem solving, prioritising, attention to detail and focus on accuracy and quality, multi-tasking skills
• Experience with working within a diverse working environment e.g. geographical, cultural
• Familiarity with basic research methods and reporting techniques
• Flexible, able to handle changes and pressure
• Integrity and confidentiality

REQUIREMENTS:

• Degree or professional experience in office management
• Event or educational programme management

PERSONAL/CHARACTER REQUIREMENTS:

• Managerial skills:
  o Goal-oriented, Control, Organizing, Planning, Self-organization, Decision-making, Time management, Motivation
• Social and interpersonal skills:
  o Initiative, Team-work, Meeting management, Stress management, Skilled at relating to different situations, Verbal communication, Cultural sensitivity, Commitment, Social sensitivity, Courtesy
• Critical & analytical skills:
  o Report-writing, Problem solving, Synthesis, Analysis, Evaluation Reflection, Determination, Ability to spot problems, opportunities, threats, Defines problems effectively, Logical, rational, Good writing skills, Implements decisions, Decisive, does not procrastinate, action oriented
• Creative & innovative thinking skills:
  o Foresight, Mobility, Openness, Flexibility, Adaptability, Open-mindedness

Start Date – As soon as possible, or mutually convenient.