To support the future development of our non-profit society we are currently seeking applications from qualified candidates for the position of a Professional Affairs Manager (80%) in Basel, Switzerland.

The European Society of Clinical Microbiology and Infectious Diseases (ESCMID) is a non-profit organization whose mission is to improve the diagnosis, treatment and prevention of infection-related diseases. This is achieved by promoting and supporting research, education, training, and good medical practice. With 7,000 individual and 30,000 affiliated members, ESCMID is the leading society covering both infectious diseases and clinical microbiology and owner of the largest congress in the field (12’000 participants).

**Professional Affairs Manager (80%)**
(Non-profit organization portfolio manager)

Support of Professional Affairs Officer (elected member of the ESCMID Executive Committee) and the corresponding Subcommittees and Commissions in their respective portfolios.

Your tasks:
- **Professional Affairs**
  - Implement and manage projects related to continuing professional development (CPD) of medical professionals on European level
  - Coordinate projects and programmes on administrative level (ESCMID Collaborative Centres and Observership Programme)
  - Participate at meetings and conferences (prepare, report and minute)
  - Monitor and update of information on website
- **Parity Commission**
  - Implement and manage projects related to gender and minorities balance
  - Coordinate projects and programmes on administrative level (ESCMID Mentorship Programme)
  - Participate at meetings and conferences (prepare, report and minute)
  - Monitor and update of information on website
- **Trainee Association of ESCMID (TAE)**
  - Implement and manage projects focussing on young scientists
  - Coordinate projects and programmes on administrative level
  - Participate at meetings and conferences (prepare, report and minute)
  - Monitor and update of information on website

Your qualifications:
- University degree or equivalent education
- At least two years of relevant professional experience
- Project management experience
- Proven native-level written and spoken English
- Basic knowledge in German desirable; other languages are an asset
- Ability to work efficiently under pressure and tight deadlines
- Skilled using Microsoft Suite (Word, Excel) as well as other software and online resources (TYPO3, database)

This position offers a unique opportunity for a highly professional candidate to join a dedicated team, focused on supporting the ESCMID Executive Committee in realizing its mission.

For more information about ESCMID, please consult the website at [www.escmid.org](http://www.escmid.org). To find out more about the position you may contact Judith Zimmermann (Phone +41 61 508 01 53, judith.zimmermann@escmid.org)

Please send your CV, including a motivation letter and relevant references by email to:

Milena Griffiths  
Finance & Human Resources  
milena.griffiths@escmid.org

ESCMID Executive Office, P.O. Box 2014, 4010 Basel, Switzerland