



## **Project Manager**

The European Society of Regional Anaesthesia and Pain Therapy (ESRA), a non-profit international scientific society based in Switzerland with over 6'000 members around the world, is currently looking for a dynamic, committed and self-motivated Project Manager to join its team and take care of all tasks related to one EU funded project and possibly new projects in the future.

The objectives of ESRA include the study, promotion, education, and training of techniques for local and regional anaesthesia and acute or chronic pain management and encouraging scientific research and the dissemination of information. ESRA organises congresses, publish scientific works, and encourage research regarding this medical discipline. Its annual congress is taking place once a year usually beginning of September in a different European country every year.

The holder of the position will be specifically required to lead on the deliverables arising from ESRA's contribution to the EU commission HORIZON AG and SERI Switzerland funded TARA study (Disrupting the Migraine continuum of care for resource constrained settings).

This position is remote in any location preferably in Switzerland for close proximity to the team and the funder.

### **Tasks:**

- Coordinate the planning and execution of the project deliverables with other stakeholders
- Project deliverables consist of a number of patient and physician events as well as training events/workshops for investigators of the project
- Facilitate, organize and coordinate events and workshops
- Produce high-quality analysis and synthesis documents and/or reports
- Keep accurate time records of your work
- Write meeting minutes
- Liaise with the funder throughout the lifetime of the project and submit the necessary reports
- Monitor the project budget (breakdown and transfer of funds, update and follow-up of the budget, internal financial reports, etc.)
- Coordinate the preparation, consolidation and submission of financial reports, working closely with the accounting officer, within the deadlines
- Ensure organised filing and archiving of documents and information
- Any other tasks arising from the needs of the project.

### **Skills and qualifications:**

- Strong experience with European projects and SERI funding
- University degree or similar with training in project management
- Excellent oral and written communication skills in English
- Very good MS Office and other IT user skills

- Good teamwork abilities, particularly in a multicultural and multi-disciplinary context
- Experience with multiple deadlines, planning skills and ability to prioritise on multiple tasks, services
- Eye for detail
- Able to work independently, takes ownership of the assigned tasks and brings them forward with a solution-oriented mindset.

**Our offer:**

- Full or part time position
- Small team, international environment
- Home office work with regular meetings abroad.

Are you interested? Please apply online including a CV, application letter and references! We are looking forward to welcoming you.