



SECRETARIAL SUPPORT DEPARTMENT

Key tasks:

Examinations Support

- Coordinate logistics for UEMS-organised examinations, including scheduling, participant communication, and venue arrangements.
- Support the development of digital examination platforms and processes to modernise assessment tools.
- Manage data and reporting related to examination results and feedback.

Event Management

- Support events such as seminars and working group meetings.

Environmental Sustainability

- Contribute to assessing the environmental impact of UEMS activities.
- Research and propose practical measures to improve the environmental sustainability of UEMS and DME.
- Help develop internal guidance and awareness materials on sustainable practices.

More details and application process at:
www.uems.eu/work-with-us