



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

- Play a key role in preparing for the UEMS Congress 2026, including organising schedules, coordinating speakers, and managing participant inquiries.
- Support smaller events such as seminars and working group meetings.