

**JOB DESCRIPTION**

<b><u>JOB TITLE</u></b>	<b>WCN Scientific Program Lead</b>
REPORTS TO	Director – Meetings and Events
DEPARTMENT	Events
HOURS	39h/week
LOCATION	Brussels / Hybrid + International travel
TIMING	As soon as possible

<b><u>JOB OBJECTIVE</u></b>	<p>The Scientific Program Manager plays a central role in the design, development, and delivery of the International Society of Nephrology’s (ISN) flagship event, the <b>World Congress of Nephrology (WCN)</b>.</p> <p>WCN is ISN’s premier global congress, bringing together over 5,000 kidney care professionals annually to exchange knowledge, present cutting-edge research, and engage in high-quality educational and networking opportunities.</p> <p>The congress features a comprehensive scientific program, including plenary sessions, symposia, abstract presentations, workshops and regionally tailored courses.</p> <p>In this role, the Scientific Program Manager is responsible for ensuring the scientific excellence, operational efficiency, and seamless execution of the WCN program—from early planning stages through onsite delivery.</p> <p>The role requires a combination of strong project management capabilities, scientific acumen, and the ability to collaborate effectively with international experts, internal and external stakeholders.</p>
<b><u>MAIN RESPONSIBILITIES</u></b>	<p><b>Program Development &amp; Delivery</b></p> <ul style="list-style-type: none"> <li>• Lead the end-to-end planning, implementation, and evaluation of the WCN scientific program, including abstracts, faculty management, and content development.</li> <li>• Develop and manage detailed workplans, timelines, guidelines, and best practice documentation.</li> <li>• Oversee all operational aspects of program delivery onsite, including session room setup, speaker preview center coordination, poster area management, and staff briefings.</li> <li>• Ensure high-quality execution of all scientific program elements, maintaining consistency with ISN standards and objectives.</li> </ul> <p><b>Stakeholder Collaboration &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>• Work closely with all cross-functional ISN teams, including Business Development / Corporate Relations, Education, Programs, ISN Academy, Marketing &amp; Communications, Special Projects, and Publications.</li> <li>• Act as a key liaison between internal teams and external stakeholders, including faculty, partners, and vendors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate and support collaboration across departments to ensure alignment and integration of program components.</li> </ul> <p><b>Scientific Content &amp; Strategy</b></p> <ul style="list-style-type: none"> <li>• Manage the day-to-day operations of the <b>Scientific Program Working Group</b>, a global network of experts responsible for shaping the program content.</li> <li>• Support the development of a high-quality, relevant, and forward-looking scientific agenda.</li> <li>• Monitor emerging trends, research, and innovations in nephrology and translate them into programmatic content.</li> <li>• Benchmark against other leading international congresses and events to ensure WCN remains competitive and cutting-edge.</li> </ul> <p><b>Team Management</b></p> <ul style="list-style-type: none"> <li>• Supervise and support two team members (Program Coordinator and Abstract Coordinator), ensuring effective workload distribution and high-quality delivery.</li> <li>• Foster a collaborative, accountable, and high-performing team environment.</li> </ul> <p><b>Monitoring, Evaluation &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Define and track key performance indicators (KPIs) to assess program success and impact.</li> <li>• Prepare reports and post-event evaluations to inform continuous improvement.</li> <li>• Identify opportunities to enhance efficiency, quality, and participant experience.</li> </ul>
<p><b><u>SKILLS &amp; EXPERIENCE</u></b></p>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 3+ years of experience in scientific program and congress management.</li> <li>• Experience within a not-for-profit association or European / international organization is highly desirable.</li> <li>• Prior experience in a medical society or healthcare-related environment is an advantage.</li> <li>• Demonstrated experience working in an international, multicultural environment with diverse stakeholders.</li> <li>• Familiarity with nephrology or the broader medical/scientific field is preferred.</li> </ul> <p><b>4. Skills</b></p> <ul style="list-style-type: none"> <li>• Strong project management and organizational skills, with the ability to manage multiple priorities simultaneously.</li> <li>• Excellent written and verbal communication skills in English (additional languages are an asset).</li> <li>• Ability to interpret and synthesize scientific information into engaging program content.</li> <li>• High level of attention to detail and commitment to quality.</li> <li>• Proficiency in digital tools for project management, virtual collaboration, and event delivery.</li> </ul> <p><b>5. Core Competencies</b></p> <ul style="list-style-type: none"> <li>• Strategic thinking combined with strong operational execution</li> <li>• Collaborative mindset and cultural sensitivity in a global environment</li> <li>• Adaptability and problem-solving in fast-paced settings</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work under pressure and meet tight deadlines</li> <li>• Strong sense of ownership and accountability</li> <li>• Commitment to ISN's mission and global kidney health equity</li> </ul>
<p><b><u>About ISN</u></b></p>	<p>Since its foundation in 1960, the International Society of Nephrology (ISN) has pursued the worldwide advancement of education, science and patient care in nephrology.</p> <p>The ISN represents a wide international network and provides an efficient platform for timely scientific exchange, debate and dissemination between healthcare professionals around the world. It is also dedicated to addressing the disparity between the developing and developed worlds in the research, diagnosis, treatment, and prevention of kidney disease.</p> <p>The ISN has 10,000+ professional members from more than 126 countries. In addition, it closely collaborates with over 70 national and regional nephrology societies worldwide, representing about 20,000 professionals. The ISN continues to develop and consolidate several programs, initiatives and partnerships that will help to further deliver on its two overarching goals: reducing the incidence and impact of kidney disease worldwide and making the society a leading international organization for all issues related to the science and practice of nephrology.</p> <p>More information on <a href="http://www.theisn.org">www.theisn.org</a></p> <p>The ISN offers a convenient, central Brussels location, flexible collegial and innovative work environment, a competitive salary and excellent benefits according to Belgian law.</p> <p>This position can be offered as an employment contract under Belgian law or as a consultancy contract.</p> <p><b>The candidate must hold a valid working permit for Belgium in the case of Belgian – based employee or Belgian consultant contract.</b></p> <p>If this sounds like your profile, please send your CV in English and ONE PAGE cover letter setting out how your past experience fits you for the role described above. Please send your application to: <a href="mailto:jobs@theisn.org">jobs@theisn.org</a> with your Name and Surname and Online Education Coordinator in the email subject.</p> <p><b><i>We regret that only shortlisted candidates will be contacted.</i></b></p>