



## The “nutritionDay” project is looking for a Project Manager

The “nutritionDay” project (ND) is an international project around nutrition care in patients admitted in hospitals either in wards or intensive care units, residents in nursing homes and patients in the community. It aims in the first place at increasing awareness and improving knowledge about disease related malnutrition. Its principal activity is the annual organization of a cross-sectional data collection exercise in more than 1000 units worldwide.

The project is carried out as a special program under the auspices of the European Society for Clinical Nutrition and Metabolism (ESPEN), the national clinical nutrition societies and the Medical University of Vienna as principal partners. The project has an Advisory Board, a Director Medicine and a Director Nutrition and a small Secretariat based in Vienna.

Currently the project is expanding its network and its activities towards a system of continuous quality assessment and an evidence base for interventions. The coming two years the focus will be on cancer patients.

### The general purpose of the project manager is

to be responsible for the overall coordination, implementation, control and completion of the specific commitments and goals of ND.

### Main job tasks and responsibilities

- Assist in defining the expanding project scope, goals and services
- Define project tasks and resource requirements
- Develop, coordinate and supervise the plan of work
- Manage project budget and resource allocation
- Take a leading role in further development and implementation of research activities of the project
- Handle the communications with the network partners including the project's Newsletter
- Monitor and report on progress of the project to all stakeholders
- Take the lead in the project evaluation
- Manage the day to day activities of the Secretariat, including coordination and handling of project meetings etcetera

## Education and Experience

- University education in nutrition sciences, medicine or public health
- Understanding of quantitative and qualitative research
- Experience in project management
- Experience in multi-professional team working and international network management an asset
- Fluency in English mandatory, German highly recommended, other European languages an asset

## Key competencies

- Planning and organizing
- Creativity
- Decision making
- Verbal and written communication skills
- Team work
- Critical thinking and problem solving
- Adaptability

## We offer

- Flexibility in organizing working hours
- An exciting international and scientific work environment and opportunities
- Good conditions

## Durations

2 years

## Contact

Please send your letter of application to [office@nutritionday.org](mailto:office@nutritionday.org) until November 15<sup>th</sup> 2011!