Job description quality manager ECFS-CTN

Background
The European Cystic Fibrosis Society (ECFS) provides an international forum on all aspects of cystic fibrosis (CF). The ECFS champions and fosters the best possible care for people with CF. The ECFS also promotes high quality research and in 2008, the ECFS has set up a network, the European Cystic Fibrosis Society - Clinical Trials Network (ECFS-CTN). The aim of the ECFS-CTN is to intensify clinical research in the area of CF and to bring new medicines to the patients as quickly as possible. It is composed of 43 large and experienced CF centers across 15 European countries.

The coordinating centre of the ECFS-CTN is located in Leuven, at the University Hospital Leuven, and is currently staffed by 1 coordinator, 2 part-time assistants and a Standardisation coordinator (located in Belfast). After 7 years of existence, the ECFS-CTN is looking for a Quality Manager to organize, manage and control a quality management system.

Job duties
The Quality Manager will have to:
- develop and implement a quality management system to monitor site-participation and site-performance in clinical trials, taking into account the diversity of regulations and processes of different European countries
- assess areas for improvement
- communicate potential issues to sites and work on contingency plans to address these issues

The Quality Manager will have contact with different hospitals in different European countries. He/she will have to write reports and communicate on them. He/she will attend twice a year the network meetings, each year organized in a different country.

Qualifications
- University degree or equivalent
- Very fluent in English (written and spoken)
- Confirmed quality management experience desirable
- Residing in a European country or in a country connected to Europe according to the European Neighbourhood Policy (no relocation is needed).
- Training and experience in the field of medicine and clinical trials
- Good computer skills
- Able to analyze, organize, communicate, listen, help, explain, coach, animate, coordinate
- Can be trusted to keep sensitive information secure

What is offered:
- A part-time (70%) contract of one year, that could be prolonged
- Possibility to work in a small, enthusiastic team, overseeing a large international environment

Please send curriculum vitae and cover letter before May 20th, 2016 to:
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