



Scientific Assistant – Quality and Process Management

Grade: B4

Salary: €4687 per month (gross)

Location: Strasbourg (France)

Reference: Vacancy Notice n° e56/2024

Deadline for applications: 25/11/2024

Do you have the skills and experience in quality documentation, auditing and process analysis required to play a critical role in fostering a “quality culture” within the EDQM’s Certification Department (DCEP)? Do you have the potential to provide essential support for the accurate reporting of data that are made publicly available via the EDQM’s website? Are you someone who would be able to work both independently and collaboratively across all levels of the EDQM and within a multidisciplinary team? Would you like to contribute to the activities of an international organisation working for human rights, democracy and the rule of law?

Let’s work together for better health, for all!

■ As a Scientific Assistant - Quality and Process Management in DCEP, you will:

- ▶ assist with implementing, maintaining and improving the EDQMs Quality Management System (QMS) across the department:
 - manage DCEP’s quality documentation processes, prepare or update quality documents, helping colleagues to write quality documents and ensuring they reflect current practices;
 - prepare, participate in and document quality audits together with follow up on resulting actions;
 - foster intra- and inter-entity collaboration to improve the EDQM’s QMS as one of the EDQM’s quality correspondents.
- ▶ assist DCEP’s Planning and Process Manager by:
 - checking CEP certificates before they are signed, sent to applicants and listed in the [CEP database](#);
 - collecting and checking results against performance indicators.
 - preparing regular activity reports (including graphical data) for approval and publication on the [EDQM website](#);
 - taking part in departmental and/or EDQM continuous improvement initiatives with the aim of eliminating inefficiencies and streamlining processes, as needed.



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If you meet the eligibility criteria and are a citizen of one of the 46 member States of the Council of Europe, please submit your application using our [online recruitment website](#) and click [here](#) to find out why you should join the [EDQM](#).

[Apply here](#)