



**IS LOOKING FOR A**

**QUALITY ASSURANCE RESPONSIBLE – LABORATORY OR NURSE-RELATED FIELDS**

**(1-YEAR PART-TIME CONTRACT)**

MEDECINS SANS FRONTIERES is an international, independent medical humanitarian organization today working in 60 countries. MSF offers assistance to populations affected by armed conflict, epidemics, natural disasters and exclusion from healthcare, based on need, irrespective of race, religion, gender or political affiliation.

The Supply Unit of the OCB (Operational Center Brussels) covers the entire supply chain management at international and local levels of the operations of MSF Belgium. As part of the OCB Supply Unit, MSF Supply is the supply center of Médecins Sans Frontières Belgium which offers integrated logistics services to MSF missions on the field. MSF Supply also serves other humanitarian organizations.

Within MSF Supply, the product knowledge, source validation and quality assurance of drugs, medical and non-medical equipment are under the responsibility of the Product Team.

The Product Team is composed by a multidisciplinary professional of pharmacists, medical and non-medical technicians.

Within the wider MSF organization, the International Medical Coordination ensures the respect of the MSF Quality Assurance policy, as well as the prioritization and coherence of sourcing between the 5 operational centers (Barcelona, Paris, Amsterdam, Brussels, Geneva) and the 3 supply centers (Amsterdam, Bordeaux, Brussels).

**MSF Supply is looking for a part-time Quality Assurance Responsible for medical and laboratory devices and material.**

Reporting to Product Coordinator, he/she works in close collaboration with the Procurement team, other supply centers and in coordination with other product referents, section pharmacists and the Coordination and Source of Product Information.

This role is key to ensure the quality and the availability of the products sourced to be delivered to our programs on the field and to ensure the quality of the information related to products across the whole chain.

## **MAIN RESPONSIBILITIES :**

1. Validate new articles-suppliers-manufacturers combinations to meet MSF projects' needs, in respect of the international standards and MSF validation scheme;

2. Ensure the quality of information and technical documentation: create, update and control data related to items, suppliers-manufacturers and medical kits composition lists in collaboration with other Quality Assurance homologues, in accordance with regulation changes;
3. Provide technical support to the Customer Service and the missions whenever needed;
4. Controls and follows the quality of purchased products in relation with suppliers, the Quality Assurance Department and MSF Supply Operations, including non-conformities and product recalls;
5. Ensures contact with suppliers/manufacturers from a technical point of view and follow-up of manufacturers and product files;
6. Contribute to the definition of product catalog in collaboration with product referents, working groups and the Coordination and Source of Product Information.

## **PROFILE :**

- Nurse or laboratory technician or related fields experienced in quality assurance (H/F);
- **At least 2 years** of work experience in medical or laboratory devices and medical material, in a supply center, an hospital pharmacy or in the supply chain of the medical industry;
- Experience with database and document management, search and analysis of technical information;
- Team player, rigor and organization, flexible, analytical mindset and capability to take initiatives, good communication, diplomatic and inter-personal skills;
- Very good knowledge of spoken and written French and English. Dutch is a plus;
- Computer literate (MS Office, ERP,... );
- Work experience in humanitarian sector is a plus.

## **WE OFFER :**

- 1 year part-time contract (50%)
- Salary according to experience level + meal vouchers, hospitalization insurance, transport fee
- Start date: Asap
- Location : Neder-Over-Heembeek (Brussels) – Belgium.

## **INTERESTED?**

Please send **your curriculum vitae and a motivation letter** by mail with the reference “**Quality Assurance Responsible**” to [Job.MSFSUPPLY@brussels.msf.org](mailto:Job.MSFSUPPLY@brussels.msf.org) by no later than 23<sup>th</sup> September.