



AISBL International Non-Profit Association under Belgian law IVZW

EORTC promotes cancer research in Europe and is linked to other leading biomedical research organizations around the world. EORTC research takes place in over 200 hospitals, universities and cancer centers in 32 countries and the unique network of investigators of EORTC comprises more than 2000 clinicians collaborating.

The EORTC research facility based in Brussels has a vacancy for a:

REGULATORY AFFAIRS AND INTERGROUP MANAGER

The Regulatory Affairs and Intergroup Manager operates within the Regulatory Affairs and Intergroup Unit (RAIU) to ensure that all the regulatory requirements pertaining to clinical research are fulfilled and to perform the appropriate follow-up of collaborations with other clinical research organizations.

Main responsibilities

- Compile, submit and follow-up clinical trial applications according to applicable national laws
- Ensure timely answers to questions raised by Competent Authorities and Ethic Committees
- Provide regulatory advice to EORTC staff on applicable national legislations and regulatory procedures
- Interact with Pharmaceutical Industry and Contract Research Organizations (CRO) for specific projects
- Interact with other clinical research organizations for the follow-up of existing collaboration and agreements
- Ensure at any time compliance with EORTC procedures in changing legal environment
- Contribute to and maintain the regulatory database, for assigned trials.

Profile

- Life sciences degree (Pharmacist, Bioengineer, Biologist ...)
- Minimum 2 years of professional experience
 - ✓ Previous experience in regulatory affairs and/or clinical research is an asset.
 - ✓ Previous experience of quality assurance, in particular audits or on-site visits is an asset
- Fluent in English and another language
- Computer literate and comfortable with Microsoft office (including Word, PowerPoint, Excell and Outlook)
- Procedures oriented
- Ability to handle multi-tasks
- Willing to travel in Europe (once a month)
- Good planning and organizational skills
- Eye for details
- Willing to invest energy to be quickly operational
- Diplomat and open minded with regards to cultural differences

The EORTC offers a highly stimulating, professional & friendly atmosphere in an international environment, and an attractive employee benefit package

Please send curriculum vitae and cover letter in English to:

Recruitment - EORTC Headquarters - Avenue E. Mounier 83, bte 11, 1200 Brussels, Belgium

Confidential fax: +32 2 770 78 11 - Email: recruitment@eortc.be