



AISBL International Non-Profit Association under Belgian law IVZW

EORTC promotes multidisciplinary cancer research in Europe. EORTC research is conducted in over 300 university hospitals in 32 countries. Its unique network of investigators comprises more than 2,500 scientists and clinicians collaborating on a voluntary basis in 20 multidisciplinary groups

The EORTC Headquarters based in Brussels has a vacancy for a:

REGULATORY AFFAIRS MANAGER

The Regulatory Affairs Manager operates within the Regulatory Affairs Unit (RAU) to ensure that all the regulatory requirements pertaining to clinical research are fulfilled.

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
- 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.
- Fluent in English and another language
- Computer literate and comfortable with Microsoft office (including Word, PowerPoint, Excel and Outlook)
- Procedures oriented
- Ability to handle multi-tasks
- 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