

Planning and Quality Assurance Officer

COST

COST – European CO-operation in Science and Technology – provides networking opportunities for researchers and innovators in order to strengthen Europe’s capacity to address scientific, technological and societal challenges. There are three strategic priorities: Promoting and spreading excellence, fostering interdisciplinary research for breakthrough science, and empowering and retaining young researchers and innovators. COST implements its mission by funding bottom-up, excellence-driven, open and inclusive networks for peaceful purposes in all areas of science and technology.

The COST Association is an international non-profit association based in Brussels with 38 European Member Countries. It draws its funding from the EU Framework Programme for Research and Innovation, Horizon 2020, through specific Grant Agreements signed under the umbrella of a framework Partnership Agreement with the European Commission.

Position Responsibilities

The Planning and Quality Assurance Officer’s primary responsibility is to coordinate the planning and monitor the implementation of the activities, and to design, propose and implement systems for quality management of the COST Association.

This position will involve:

- Coordinating the drafting of the COST Annual Activity Plan
- Monitoring the implementation of the COST Annual Activity Plan
- Establishing COST quality assurance policy and annual quality assurance plan
- Coordinating the implementation of the quality assurance policy and plan
- Coordinating risk assessment and risk management exercises
- Conducting internal audits in line with the quality assurance plan or on an ad-hoc basis
- Ascertaining the compliance of the COST Association with its internal and external rules and procedures (by performing audits or participating in internal committees)
- Coordinating the continuous improvement of the document management system
- Providing the secretariat of the Risk Compliance and Audit Committee
- Conducting the bi-annual COST Customer Satisfaction Survey
- Fulfilling other responsibilities and tasks as necessary for the good organisation of the office, as mandated by the COST Association Director.

The Planning and Quality Assurance Officer reports directly to the Director of the COST Association.

Profile and Competencies

The successful candidate should demonstrate the following competencies:

EDUCATION & EXPERIENCE

- University degree, preferably in administration or business, or equivalent work experience
- Recognised 5 to 8 years’ experience in quality assurance management and internal control
- **At least 3 to 4 years’ experience in internal audit and EDP auditing**

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- Good understanding of the European Union and national research institutions and programmes
- Experience in research/academic, not-for-profit or European Union environment
- High standard of spoken and written English, knowledge of other European languages is an asset

SPECIFIC COMPETENCIES

- Excellent knowledge of quality assurance management policies, processes and tools
- Excellent knowledge of international quality standards (ISO 9001, ISO 17025, ENQA, GLP, ...) and/or European Union internal control standards
- Certified (Internal) Auditor qualification is an asset
- Critical attention to detail; demonstrated capacities of simplification and automation
- Strong analytical and problem solving skills, aptitude to offer interesting solutions to increase efficiency within the organisation

OTHER COMPETENCIES

- Service-oriented attitude with strong sense of purpose and drive to make a meaningful contribution to the COST mission
- Self-empowered by taking responsibility and initiative for continuous quality improvement
- Collaborative and flexible style toward colleagues across the entire organisation
- Commitment to deliver on tasks allocated and deliver with high quality within given deadlines
- Sound judgment and high ethical standards
- Excellent working knowledge of MS Office systems and of electronic databases and Web sites – a proven experience in collaboration with IT teams appreciated
- Good inter-personal and communication and presentation skills within a multi-cultural context, including diplomacy, discretion and confidentiality

The COST Association offers

- A full-time contract under the Belgian law
- Start date: as soon as possible
- A European working environment located in Brussels
- Unless a national of the 'EU and EEE', candidates must be eligible to work in Belgium and must have a work permit

Electronic applications (motivation letter with possible start date mentioned + CV in English and at least 2 recent reference letters in English) should be addressed to Barbara Bottiau and sent to job@cost.eu, mentioning the reference code PQAO in the subject line.

Please note that the COST HR Team will only contact the candidates who are invited to the interview. No individual feedback will automatically be given to unsuccessful candidates.

The interviews will take place on 07th May 2019.

For more information, please visit our website: www.cost.eu

Deadline for application: 28/04/2019 included

All personal data provided by applicants will be dealt with in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC). Details about how we handle your data for recruitment purposes are to be found [here](#).