

UNIVERSITY OF CYPRUS
CENTER OF EXCELLENCE IN BIOBANKING AND BIOMEDICAL RESEARCH
Vacant position for a
Quality Operations Manager

Title: Special Scientist (Quality Operations Manager)

Number of positions: One (1)

Category: Contract for 3 years, with potential for renewal

Place of employment: University of Cyprus, Nicosia

The Molecular Medicine Research Center (MMRC) of the University of Cyprus has one opening for a Special Scientist (Quality Operations Manager), to serve as a Quality Operations Manager for Sample and Data Management, funded by the research program: “Center of Excellence – Biobanking and the Cyprus Human Genome Project (**CY-Biobank**)”, which is co-funded by the European Commission, the Republic of Cyprus and the University of Cyprus.

Core tasks

- Development of a comprehensive quality management system for sample and data management of *CY-Biobank*, based on biobank relevant international standards, guidelines and best practices (<http://www.bbmri-eric.eu/services/standardisation/>)
- Preparation and updates of Data Protection Impact Assessments (DPIAs)
- Arrange for training on GDPR compliance for employees
- Assistance in and lead management of administrative and operational processes for the development of *CY-Biobank*
- Development and implementation of efficient quality assurance and quality control measures for both, sample and data management processes, of the *CY-Biobank*
- Coordination and preparation of quality relevant operational developments for the managing director of *CY-Biobank*
- Correspondence, preparation of presentations and documents for *CY-Biobank*
- Perform audits and determine whether there is need to alter procedures to comply with regulations
- Follow up with changes in law and issue recommendations to ensure compliance

Technical requirements

- Completed science degree (MSc or PhD) or comparable degree
- Good knowledge of quality management systems e.g. ISO 9001:2015, ISO 20387:2018 and other biobank relevant standards (<http://www.bbmri-eric.eu/services/standardisation/>)
- Previous experience of GDPR and national data protection laws will be an advantage
- Laboratory experience would be beneficial
- Very good computer skills in the MS Office tools, and willingness to become familiar with document management and data analysis solutions
- Very good knowledge of English, spoken and written. Knowledge of Greek will be considered as an advantage
- Professional experience in an academic or laboratory or a Biobank environment will be considered as an advantage

Personal requirements

- Service orientation, sociability and teamwork
- High load capacity in stress situations and high operational readiness and reliability
- Independent, structured and careful way of working

We offer an open and friendly working environment, a responsible job in a dedicated team and a challenging area of responsibility. Comprehensive continuing education offers long-term personal development opportunities.

Terms of employment

The position will be for full-time employment with a 3-year contract and potential for renewal. The monthly employer cost will be commensurate to qualifications and previous experience and ranges between €2,800 and €3,500. Employee and employer's contributions shall be deducted from this amount. There is no provision for 13th salary.

Submission of applications:

1. A letter expressing interest to the position with a brief description of qualifications (1 page)
2. A brief curriculum vitae with description of previous experience (2 pages)
3. Contact details for at least two people qualified to provide recommendation for the candidate
4. Certificates attesting to the very good knowledge of English language, unless this is attested by the mother tongue of the candidate or he/she is a graduate of an English school/University.

The application material should be sent electronically as one single pdf file to:
papadopoulou.andria@ucy.ac.cy **at the latest until December 15, 2019.**

For more information the candidates may contact the Coordinator of the project, Prof. C. Deltas,
Tel.: 22-892882 or Email: Deltas@ucy.ac.cy

The University of Cyprus aims to increase the proportion of women, especially in management positions, and therefore calls for qualified women to apply. With equal qualifications, women are given priority.