



## CEP Planning and Process Manager

**Grade:** A1/A2

**Salary:** from €5536 (Grade A1) or €7074 (Grade A2) per month (gross)

**Location:** Strasbourg (France)

**Reference:** Vacancy Notice n° e38/2024

**Deadline for applications:** 19/8/2024

Do you have a scientific background combined with excellent communication and project management skills? Is anticipating/identifying problems and then helping to design and implement solutions one of your strengths? Do you think you could help colleagues apply standard tools, project management processes and new ways of working consistently across the Department? If so, this vacancy may be the right opportunity for you.

**Let's work together for better health, for all!**

As CEP Planning and Process Manager, you will focus on improving the performance, co-ordination and delivery of our services, including:

- planning and co-ordinating Certification of Suitability (CEP) dossiers compliance according to the European Pharmacopea monographs ("CEP dossiers") and other activities, with the aim of improving efficiency by assigning them to assessors and tracking progress and helping to resolve and balance conflicting priorities and timelines;
- monitoring results against performance indicators by producing regular reports on progress and identifying when workload re-adjustments may be needed;
- supporting the Department in project management, including planning, implementing, and reporting on the Department's contribution to the strategic objectives of the EDQM;
- supporting project managers in the Department;
- acting as a change agent within the Department; communicating with colleagues about potential future changes as well as their impact;
- co-ordinating continuous improvement initiatives within the Department with the aim of eliminating inefficiencies and streamlining processes and proposing new ways of working, new processes or IT systems;
- communicating with colleagues and foster intra- and inter-departmental collaboration.

### What we offer:

- International Working Environment
- Flexible Working/Teleworking
- Holidays, wellbeing and work-life balance
- Private Health Insurance
- Sustainable working environment
- Attractive tax-free salary

If you meet the eligibility criteria and are a citizen of one of the 46 member States of the Council of Europe, please submit your application using our [online recruitment website](#) and click [here](#) to find out why you should join the [EDQM](#).

[Apply here](#)