

Quality Assurance

Background Information: Institut Pasteur du Cambodge (IPC) is a Cambodian non-for-profit research institution established in 1953, IPC is today a scientific research establishment declared of public utility placed under the high patronage of the Ministry of Health of the Kingdom of Cambodia and under the responsibility of the Institute Pasteur on the scientific and technical levels. IPC is a member of the Pasteur Network, which brings together 33 institutes present on five continents. It shares the Pasteurian values and the ethical charter to which the Pasteur Institutes are bound. IPC has more than 250 employees, including about 30 expatriates of 10 nationalities and includes 5 research units. It carries out research activities in health biology, public health and service activities (Medical Biology Laboratory, vaccinations and water and food analyses) and training.

Job Family: Technical Analysis & Operations

Sub-Job Family: Quality Assurance

Overview: The Quality Assurance sub-job family plays a crucial role in upholding ethical standards, ensuring compliance with regulations, and maintaining the overall quality and credibility of research activities. It contributes to the reliability of research outcomes and the ethical treatment of data.

Jobs in this sub-job family plays a crucial role in ensuring that the research and testing conducted meets established standards whilst maintaining a high level of quality and integrity. They ensure compliance with different quality standards across different teams, global standards and specifications by planning and conducting various inspections/audits at the various stages of research and testing.

Level	Profile	Purpose
1	Quality Assurance Coordinator	Job holders at this level work within specific units or laboratories to ensure adherence to quality standards and regulatory requirements in all aspects of research and laboratory operations related to infectious diseases and public health surveillance. They collaborate with research and laboratory staff to develop and implement quality assurance procedures, monitor processes, and address non-compliance issues. The focus is on maintaining high-quality standards within their designated areas while supporting overall organizational objectives in research and public health initiatives.
2	Quality Assurance Manager	Job holders at this level oversee the implementation and maintenance of quality assurance programs across multiple units or laboratories within the research organization. They develop and enforce quality standards, policies, and procedures to ensure compliance with regulatory requirements and best practices in infectious disease research and public health surveillance. Quality Assurance Managers provide leadership and guidance to Quality Assurance Coordinators, facilitate training programs, and analyze data to identify areas for improvement. They work closely with head of units and stakeholders to integrate quality assurance practices into all of their operations.
3	Quality Assurance Director	Job holders at this level provide leadership and direction for the organization's quality assurance initiatives related to infectious disease research and public health surveillance. They develop and oversee the implementation of comprehensive quality assurance programs, policies, and strategies to ensure the highest standards of research integrity, laboratory safety, and data accuracy. Quality Assurance Directors collaborate with senior management to align quality objectives with organizational goals and regulatory requirements. They monitor industry trends, assess risks, and implement continuous improvement processes to enhance overall quality performance across the organization.

Level 3: Quality Assurance Director

Job Purpose:

Job holders at this level provide leadership and direction for the organization's quality assurance initiatives related to infectious disease research and public health surveillance. They develop and oversee the implementation of comprehensive quality assurance programs, policies, and strategies to ensure the highest standards of research integrity, laboratory safety, and data accuracy. Quality Assurance Directors collaborate with senior management to align quality objectives with organizational goals and regulatory requirements. They monitor industry trends, assess risks, and implement continuous improvement processes to enhance overall quality performance across the organization.

Accountabilities:

Description	Key Result Areas
1. Provide strategic leadership and direction for the organization's quality assurance program, ensuring alignment with its mission, vision, and strategic objectives.	<ul style="list-style-type: none"> Development and implementation of comprehensive QA strategies.
2. Develop and implement comprehensive quality assurance strategies, policies, and frameworks to drive excellence in infectious disease research, public health surveillance, and laboratory operations.	<ul style="list-style-type: none"> Successful integration of QA initiatives with organizational goals.
3. Establish and maintain relationships with key stakeholders, regulatory agencies, and international organizations to stay abreast of emerging trends, regulations, and best practices in quality assurance.	<ul style="list-style-type: none"> Establishment and maintenance of strategic partnerships.
4. Oversee the development and maintenance of ISO accreditations and standards, ensuring compliance and adherence to quality management systems across all organizational units and laboratories.	<ul style="list-style-type: none"> Achievement and maintenance of ISO certifications.
5. Drive the organization's commitment to sustainability by leading the development and implementation of environmental responsibility initiatives within facilities and operations.	<ul style="list-style-type: none"> Implementation of sustainable practices to improve environmental impact.
6. Represent the organization at industry conferences, forums, and events to share insights, best practices, and advancements in quality assurance and infectious disease research.	<ul style="list-style-type: none"> Representation of the organization at industry conferences and events.
7. Provide leadership and strategic guidance to the quality assurance team, fostering a culture of continuous improvement, innovation, and excellence in quality assurance practices.	<ul style="list-style-type: none"> Reinforcing a culture of continuous improvement and excellence.

Qualifications & Experience:

- Master's degree in a related technical discipline
- 10 years of working experience in Quality Assurance

Technical Competencies:

- Leadership skills to define and communicate a vision for the organization's quality assurance program aligned with its mission and strategic objectives.
- Extensive experience in establishing and maintaining relationships with key stakeholders, regulatory agencies, and international organizations.
- In-depth knowledge of ISO accreditations, standards, and compliance requirements relevant to quality management systems.
- Proficiency in driving sustainability initiatives and promoting environmental responsibility within facilities and operations.
- Ability to lead and oversee the development of comprehensive quality assurance strategies, policies, and frameworks to drive excellence and innovation.
- Strong analytical and problem-solving skills to address complex compliance issues and mitigate risks effectively.

Behavioural Competencies:

- Strategic Leadership: Visionary leadership to set strategic direction, inspire teams, and foster a culture of excellence and innovation in quality assurance practices.
- Thoughtful Communication: Exceptional communication and persuasion skills to articulate complex ideas, influence stakeholders, and build consensus on strategic initiatives.
- External Partnerships: Ability to cultivate and maintain strategic partnerships with key stakeholders, regulatory agencies, and industry leaders to advance organizational objectives.
- Anticipating Needs: Ability to anticipate emerging trends, challenges, and opportunities in quality assurance and infectious disease research, enabling proactive planning, resource allocation, and strategic decision-making.
- Risk Management: Skill in assessing risks, evaluating potential impacts, and implementing risk mitigation strategies to safeguard research integrity and compliance.
- Innovative Thinking: Openness to exploring innovative approaches, technologies, and methodologies to enhance quality assurance effectiveness and efficiency.

Representative Jobs:

- -