Quality Assurance Associate

Job title: Quality Assurance Associate
Level: G6
Position Number: 
Location: Bangkok, Thailand
Full/Part time: Full Time
Fixed term/Temporary: Fixed Term
Rotational/Non Rotational: Non-Rotational
Duration: one year with the possibility of extension

The Position:

The Quality Assurance Associate is responsible for assisting in the implementation of a WHO/UNFPA prequalification programme for condoms and intra uterine devices (IUDs). You will coordinate technical assessments, inspections and meetings for the programme.

You will report directly to the Technical Analyst.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

You will assist in implementing a sound and robust prequalification programme for condoms and intra-uterine devices. And you will support UNFPA efforts on global harmonization of technical specifications, evaluation and continuous quality compliance monitoring of condoms and IUDs.

You would be responsible for:

A. Support the WHO/UNFPA prequalification schemes
Provide coordination of WHO/UNFPA prequalification schemes for condoms and IUDs (including, but not limited to: coordinate submissions, arrange travel, organise corrective action follow-up and status of each submission).

Provide updates on the progress on technical evaluation of the condoms and IUDs prequalification applications

Identify quality control laboratories for testing of prequalified condoms and IUDs

Assist in the development and drafting of relevant SOPs

Support the management of complaints and maintain a complete and current complaint log

Support implementation of the WHO/UNFPA Prequalification Programme Risk Management Plan

B. Development of guidelines and UNFPA PSB tools

Provide administrative support for the drafting and development of prequalification programme technical documents.

Assist in providing reports on programme implementation

C. Administrative Support and Coordination of Condom and IUD prequalification

Coordinate regional and in-country laboratory and regulatory authority workshops

Provide procurement services for the prequalification activities

Provide administrative support for manufacturers and stakeholders meeting

Coordinate logistics (e.g. meetings arrangements, travel etc.) for participants in meetings and Workshops

Provide administrative support for capacity building workshops

Assist in drafting annual reports for the programme

D. Support innovation in Prequalification

Contribute to the creation and sharing of knowledge in implementing innovative approaches to WHO/UNFPA Prequalification activities

Support the development and updating of standard operating procedures to ensure compliance of prequalification activities with harmonised UN Prequalification activities

E. Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:
- Completion of Secondary education in required.
Knowledge and Experience:

- Minimum 6 years of related work experience is required. Note that an Advanced University degree (or equivalent: i.e. CPA, ACCA, Jurist Doctor, etc.) in Public Health, Pharmaceutical, Chemistry, Health care, Public and Business Administration in combination with 4 years of relevant work experience may be accepted in lieu of 6 years of experience.

- Experience in coordination of workshops and/or project management is desirable

Languages:

Fluency in English is required; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

Required Competencies

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<th>Values:</th>
<th>Functional Competencies:</th>
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<tr>
<td>Exemplifying integrity,</td>
<td>Managing documents, correspondence and reports</td>
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<td>Demonstrating commitment to UNFPA and the UN system,</td>
<td>Managing information and work flow</td>
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<td>Embracing cultural diversity,</td>
<td>Planning, organizing and multitasking</td>
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<td>Embracing change</td>
<td>Supporting financial data analysis</td>
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<td>Technical expertise</td>
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Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

Please note that the position is local and therefore the candidate must have a Thai nationality to apply to this position.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.