



COCIR

Job Offer

COCIR would like to fill in as soon as possible the full-time position of:

Medical Device Regulation Specialist

The deadline for submission is **30 Aug. 2018**.

Applications will be reviewed on a rolling basis.

Please send your CV and motivation letter to Ms. Nicole Denjoy, COCIR Secretary General via pes@cocir.org

This position is in support of the COCIR work related to the implementation of the Medical Device Regulation (MDR) within the European Affairs Focus Group, which is part of COCIR's Technical and Regulatory Affairs Committee.

Main responsibilities and tasks:

- Support COCIR activities on the implementation of the MDR, including activities linked to the European Affairs Focus Group, with specific focus on topics such as Post-Market Surveillance and UDI/Eudamed.
- Work closely with the Focus Group/Task Force Chairs, the COCIR Technical and Regulatory Affairs Committee, and the COCIR Secretary-General, organize meetings, set-up agendas with the Chairs, prepare meeting documents, write meeting minutes, post documents on the COCIR members-only website on a regular basis, maintain the calendar and the sections up-to-date
- Actively monitor new information related to the MDR from European institutions regarding consultations, new draft regulations and directives, and inform the appropriate COCIR members in time; eventually coordinate the review of COCIR comments to those contributions
- Actively monitor activities on UDI in DITTA (international trade association - <http://globalditta.org>)
- Represent COCIR in relevant established external fora as requested
- Assist in preparation of communication documents such as newsletters, press releases etc.
- provide dedicated service on MDR to members

Competencies (skills, knowledge, behaviors)

Education: Bachelor in European Studies, Law, Informatics, or Science

Experience: minimum 3 years in EU Affairs with affiliation in medical technology. Familiar with the regulatory environment of medical devices.

Languages: English (native speaker would be a plus). French, German, Dutch are optional.

IT-knowledge: as a minimum comfortable with MS Office, web-based meetings

Soft skills: good interpersonal skills, including multitasking, creative/out-of-box thinking, excellent communication (writing and verbal). A team worker, capable of organizing meetings and briefings for members and officials, outspoken, experienced in project management

Specific skills / other: membership in RAPS or TOPRA would be a plus.

Logistics:



Location: COCIR's Brussels Office

Travel: occasional

Remuneration: to be negotiated

About COCIR

COCIR is the European Trade Association representing the medical imaging, health ICT and electromedical industries; see www.cocir.org for more information.

Founded in 1959, COCIR is a non-profit association headquartered in Brussels (Belgium) with a China Desk based in Beijing since 2007. COCIR is unique as it brings together the healthcare, IT and telecommunications industries.

Our focus is to open markets for COCIR members in Europe and beyond. We provide a range of services in the areas of regulatory, technical, market intelligence, environmental, standardisation, international and legal affairs.

COCIR is also a founding member of DITTA, the Global Diagnostic Imaging, Healthcare IT and Radiation Therapy Trade Association (<http://globalditta.org/>).