

Job Description

Job Title	Assistant – Commercial, RA and QA
Department	Commercial (dotted to RA and QA)
Position type	Full time Employment
Reports to	Commercial Director (50%), RA Director (25%) and QA Director (25%)
Workstation	London-UK, home office with weekly or bi-weekly office work (1 day/week)
Annual Salary	£25,000-30,000 depending on experience
Hours of Work/Duration:	35 hours/week
Responsible for:	Commercial, RA and QA support functions

Company Description

DKT International is a global not-for-profit organization based in Washington, DC, and is one of the world's largest providers of **family planning, HIV/AIDS prevention** and **safe abortion** products and services. DKT combines **private-sector marketing techniques, cutting-edge technologies, and creative advertising** to ensure women and men have the products, knowledge and services they need when needed. DKT has offices in **24 countries** and covers **over 57 markets**. While a non-profit, non-governmental organization (NGO), DKT operates like a social enterprise.

In May 2017, DKT acquired WomanCare Global (WCG), which held exclusive rights for the **Ipas Manual Vacuum Aspiration (MVA)** suite of technology. The Ipas MVA is globally seen as the preeminent method for **clinical abortion & miscarriage management**. The new **DKT WomanCare (DKT WC)** is responsible for **global distribution** in more than 100 countries, including markets as diverse as Brazil, Canada, the Democratic Republic of Congo, Ethiopia, India, Indonesia, Japan, Kenya, Mexico, Nigeria, the United Kingdom, and the United States.

DKT WomanCare oversees the manufacturing of the Ipas MVA technology and is responsible for **Regulatory Affairs** and **Quality Assurance**, including compliance with the US FDA, CE, ISO and other quality standards. In February 2018, DKT WC became the **exclusive global distributor for Levoplant**, a WHO-Prequalified three-year contraceptive implant. Together, the global exclusive rights to Levoplant and the Ipas MVA technology **form the core** of DKT WC's product portfolio, which will continue to grow over time.

In December 2018, we opened our global Head Quarter in Paris under the name **DKT WomanCare Global Services SAS**. (DKT-WCGS) The entity is the subsidiary of WomanCare Global Trading, based in London and which is in charge of the commercialization of DKT WomanCare portfolio. Next to the revenues generated thru DKT WomanCare Global Trading CIC, DKT WomanCare benefits, in order to sustain its social marketing strategy in unprivileged markets, in particularly the one's known under the acronym "FP2020" Markets (69 developing countries) from a

discretionary support from DKT International. This support provided to the DKT WomanCare might be made in the form of loans or grants and are usually linked to special program activities supported by international donors, active in Family Planning or supporting Safe Abortion Termination methods.

Our Vision and Mission

DKT WomanCare will build on this core to become the leading aggregator of sexual and reproductive health products and technologies worldwide. **We are creating a world where women are empowered to live their lives to the fullest.** This aspiration is captured in the company's Vision & Mission statements below:

Vision: "To increase women's access to safe and innovative sexual and reproductive health technologies everywhere and to create a world where women are empowered to live their lives to the fullest."

Mission: "Create a customer-centric platform that expands access to existing and new sexual and reproductive health technologies through synergies within DKT, and with other partners, across all markets and segments."

Position Summary

The **Assistant – Commercial, Regulatory Affairs (RA) and Quality Assurance (QA)** is responsible for supporting the Commercial, RA and QA Directors and other members of staff by performing regular and on-demand crucial tasks to establish an effective and efficient operation of these key Departments with the focus on achieving Departmental goals, objectives and targets.

Job responsibilities

Commercial

- Support with tender/documents drafting/preparation and communication with customers;
- Create or maintain files, templates, SOP, reports, forecasting, forecasting accuracy, stakeholders list, accounts receivables and all other dataset up to date;
- Analyse data and provide technical recommendations/advice;
- Control documentation and lead information/documentation sharing with internal and external stakeholders;

- Contribute information/documentation re go-to-market strategy/market assessment by monitoring competitive products and reactions from accounts;
- Support Marketing and Sales Consultants in planning, execution and evaluation of product launch/marketing campaigns;
- Lead and manage projects independently through successful completion ;
- Maintain good records of business activities;
- Proactively establish and maintain effective working team relationships with all support departments;
- Other admin work as required;

Regulatory Affairs

- Support with tender documentation ;
- Support with GS1 Database ;
- Support with Registration Databases;
- Support with notarization/legalization of documents in UK ;
- Other Admin support as required ;

Quality Assurance

- Act as the Responsible Person (RP) for the Wholesale Distribution Authorization (WDA)
- ensuring that a quality management system is implemented and maintained;
- focusing on the management of authorized activities and the accuracy and quality of records;
- ensuring that initial and continuous training programmes are implemented and maintained;
- coordinating and promptly performing any recall operations for medicinal products;
- ensuring that relevant customer complaints are dealt with effectively;
- ensuring that suppliers and customers are approved;
- approving any subcontracted activities which may impact on GDP;
- ensuring that self-inspections are performed at appropriate regular intervals following a prearranged programme and necessary corrective measures are put in place;
- keeping appropriate records of any delegated duties;
- deciding on the final disposition of returned, rejected, recalled or falsified products;
- approving any returns of saleable stock
- ensuring that any additional requirements imposed on certain products by national law are adhered to.

Required Qualifications and Skills

- Qualification in either commerce, business, marketing, pharmacy or any other medical or biological related field would be ideal;
- Minimum of 5 years work experience handling Sales, RA and/or QA aspects within the Pharmaceutical and/or Medical Device industry is essential;
- Reproductive Health experience would be an advantage;
- Fluent in English is essential and working knowledge of French or other languages would be an advantage;
- Excellent working knowledge of Excel, Word and Adobe
- Exceptional attention to detail
- Willingness to travel up to 20% of time within Europe, and occasionally internationally;
- Results driven, action oriented, can-do attitude, solution focused, effective implementer, impatience to bureaucracy;
- Comfortable and motivated working in an international/cross-cultural setting;
- Ability to effectively manage multi-tasks and multiple subjects concurrently;
- Ability to work independently with limited guidance;
- Must have the right to live and work in the UK

Application details

Send your resume/CV and a one-page cover letter detailing how your experience and achievements to date would add value and make a difference to DKT WomanCare to rodrigo@dktwomancare.org by October 2nd, 2020.