

## Job Description (Paris, November 30<sup>th</sup>, 2022)

<b>Job Title</b>	Quality Assurance Intern
<b>Department</b>	Quality Assurance
<b>Reports to</b>	Quality Assurance Director
<b>Contract type</b>	Trainee
<b>Hierarchical position</b>	Intern
<b>Duration</b>	6 months – 12 months
<b>Starting date</b>	Before February 2023

### Company Description

**DKT International** is a global not-for-profit organization founded in 1989, 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** with a sales presence in **65 countries**. While a non-profit, non-governmental organization (NGO), DKT operates like a social enterprise. In 2021, over 54 million couple yearly protected (CYPs) have been generated by DKT across the world.

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 Global (DKT WCG)** is responsible for **global distribution** in close to 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, EC, ISO and other quality standards. We are ISO 13485, ISO 9001 and ISO 14001 certified. In February 2018, DKT WCG 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 WCG’s product portfolio, which will continue to grow over time toward any other contraceptive methods as injectables (DMPA SC & IM) and Intra-Uterine Devices (IUD’s), Intra Uterine Systems (IUS), and Medical Abortions pills Misoprostol and Mifepristone (MA & Combi-pack). These products are reaching our clients thanks an effective Operations management and privileged relationships with selected manufacturers. Some of our product ranges, (i.e. the Ipas MVA range), are present in more than 100 countries in all the continents.

Our QA team is responsible to manage the company’s Quality Management System, obtain and maintain the ISO certification and CE mark, supporting other services of the company for standard and legal compliance.

### Our Vision and Mission

WomanCare will build on this core to become the leading aggregator of sexual and reproductive health products and technologies worldwide, as 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 expanding access to existing and new sexual and reproductive health technologies thru synergies within DKT, and with other partners, across all markets and segments.”

### The purpose

DKT WomanCare reached a level where the company wants to participate in the development of talents, giving opportunities to young graduates or students midway through their studies to discover its activities and actively participate to the operational company life for a limited period as interns or trainees.

### Position Summary and general duties

We are looking for an enthusiastic **“Quality Assurance Intern”** to join our Quality Assurance department and provide support to help achieve our objectives. After an introduction to the different functions of the company, you will have administrative duties in supporting and performing some of the QA activities. As QA intern, you will collaborate with our QA team among others, to the following tasks: (not exhaustive list)

- Initiating improvements to the QMS, ensuring compliance to all relevant quality standards and regulatory requirements, principally on ISO 9001 and ISO 14001 and the applicable regulations.
- Handling processes: quality document training and training program, supplier qualification, customer qualification, change control, post market surveillance, adverse event, and recall.
- Participating in software validation in the scope of QMS.
- Quality documentation writing including the SOPs, quality reports.
- Participating in the risk management process and in the management review preparation.
- Handling quality related activities organised in the company.
- Above mentioned tasks are not exhaustive and can be updated according to company’s needs.

### Desired Skills

- Student for Bachelor’s in Science/Engineering discipline (bac+4/+5) or equivalent related to quality assurance and/or regulatory affairs, seeking an internship experience in the health industry.
- Adhere to DKT WomanCare Core business and Company values and Behaviors, such as defend women’s rights to access sexual and reproductive health, regardless their origin, religion, social status, income level or age and defend freedom through responsibility and accountability. This includes access to rights to family planning, contraception, and abortion.
- Strong desire and passion to learn the Quality Assurance environment along with professional drive.
- High achieving and energetic person, project, and success oriented.
- Very good organizational abilities and flexibility to understand realities in an international context.
- Excellent verbal and written communication skills.
- Fluent in both written and spoken English, French. English oral and writing skills are mandatory.
- Problem solver, individually and in working teams. Proactive and detail oriented.
- Capability to work independently at the office but also in teleworking mode.
- Strong command of usual Microsoft programs (Word, Excel, and PowerPoint).

### Other Notes

We are committed to creating a first-class work environment. Every employee has a voice, and we encourage open communication. We are a small, fast-growing team, with a start-up mindset. We encourage initiatives. The job will be based in our office at 1-3 rue de Penthièvre, 75008 but also in home office mode (currently two days per week). The intern will be hired following the French Labor regulations.