

Quality Assistant – 06 April 2017

The Centre for Proteomic and Genomic Research (CPGR) is seeking to employ a Quality Assistant in support of the maintenance of its quality management system.

The CPGR provides genomic and proteomic services in an ISO 9001:2008 certified and ISO 17025 compliant environment, employing high-density Affymetrix GeneChip, Next-Generation Sequencing (NGS) and mass spectrometry technology platforms. As a quality officer you will be assisting the quality manager with the development and maintenance of the quality management systems' (QMS) documentation; plan and participate in internal audits; ensure that equipment is serviced according to schedule. You will ensure that quality documentation and records are maintained in accordance with the ISO 9001 and ISO 17025 standards as well as the CPGR's quality manual, as applicable, ; You will also develop necessary standard operating procedures for workflows and processes governed by the QMS.

This is an initial 1 year contractual position, situated in Cape Town, South Africa.

Duties include but are not limited to

- Ensure that the quality management system (QMS) is maintained
- Develop and manage QMS documentation
- Participate in internal ISO audits
- Maintenance of audit finding management to ensure that all non-conformances are addressed
- Maintenance of corrective actions and preventive actions (CAPAs) to ensure that the best corrective/preventive action is implemented
- Maintain service records for all equipment
- Assist with continual review and enhancement of QMS

Qualification and experience

- BTech degree in Quality or equivalent field
- Knowledge of ISO quality management standards such as ISO 9001 and ISO 17025
- Experience in auditing quality management systems will be advantageous

- Report Writing Skills
- Able to communicate effectively at all levels within the organization
- Knowledge in QMS development, implementation and maintenance
- Strong analytical and problem solving ability
- Excellent communication skills

About the CPGR

The CPGR is one of Africa's first fully integrated 'omics' service provider, built to leapfrog South Africa's ability to conduct information-rich biomedical research onto a globally competitive level. Amongst others, the organization offers the following 'omics' capacity: Next-Generation Sequencing: NextSeq500 (1x), MiSeq (1x), MiniSeq (1x), IonTorrent PGM (2x), IonProton (1x), for sequencing projects; Microarrays: Affymetrix GS 3000 and Affymetrix GeneTitan for genotyping and gene-expression analysis; Mass spectrometry: ABI 4800 MALDI-ToF/ToF and Thermo Q Exactive for discovery based MS-Proteomics as well as a Waters Xevo TQS and SCIEX API4000 triple quadrupole instruments for targeted validation; High-throughput PCR: ABI 7900 and QuantStudio™ 12K Flex for qRT-PCR applications; Automated DNA/RNA QC, library handling and sample processing; dedicated IT infrastructure and bioinformatic applications for data analysis and interpretation.

The CPGR is a non-profit company based in Cape Town, South Africa, and based on an initiative by the Department of Science and Technology (DST), and financially supported by the Technology Innovation Agency (TIA), to boost the development of a bio-economy in South Africa. The CPGR combines state-of-the-art information rich genomic and proteomic ('omics') technologies with bio-computational pipelines to create unique solutions in the human health and the agri-biotech sectors. The CPGR has adopted a certified ISO 9001:2008 quality management system and is a BEE Level 6 contributor to economic transformation in South Africa. Information about the CPGR can be obtained at www.cpgr.org.za and www.cpgr.org.za/blogspot.

Procedure

Interested candidates should submit a short cover letter and C.V. together with the names and contact details of two referees to info@cpgr.org.za by 28th April 2017