**Council of Europe**

**Supply Chain & Production Scheduling Manager**

**European Directorate for the Quality of Medicines & HealthCare (EDQM)**

**Reference Standards & Logistics Department (DRSL)**

**Manufacturing Division**

**Location: Strasbourg**

**Reference: e13/2022**

**Publication: 14 March 2022**

**Deadline: 04 April 2022**

Your role

As a Supply Chain and Production Scheduling Manager, you will:

- devise, implement and support the production management policy for the creation and maintenance of stocks;

- co-ordinate the logistical information flows and work co-operatively and cross-functionally with other EDQM entities, to ensure the production schedule remains accurate and up-to-date;

- monitor and report on important changes to forecasts, budgets and strategies impacting demand and/or delivery;

- collate, monitor and report on metrics related to on-time delivery, cycle time, productivity, scheduled start adherence and other relevant measures; help resolve staffing cost variances;

- supervise and motivate the team members to achieve their objectives and develop their skills in their field of responsibilities.

What we are looking for

As a minimum, you must:

- hold a higher education degree or qualification) in Business Management, Supply Chain Management, Logistics or similar subject equivalent to a master’s degree (2nd cycle of the Bologna process framework of qualifications for the European Higher Education Area);

- have a minimum of 4 years’ professional experience including 2 years’ practical experience of production scheduling and capacity planning in a manufacturing setting, with good understanding of manufacturing flows and sequences;

- have a very good knowledge of one of the two official languages of the Council of Europe (English/French) and good knowledge of the other;

- be a citizen of one of the 46 member States of the Council of Europe;

- be under 65 years of age at the closing date of this vacancy notice.

Demonstrate to us that you have the following competencies:

- Professional and technical expertise:

* experience in Master Planning and Scheduling for manufacturing activities; good understanding of manufacturing procedures;
* proficiency in at least one Enterprise Resource Planning (ERP) software application used in this field.

- Decision making

- Planning and work organisation

- Analysis and problem solving

- Concern for quality

- Service orientation

- Relationship building

- Management of teams

These would be an asset:

- Professional and technical expertise:

* experience of scheduling/planning work in a pharmaceutical environment (e.g. filling of powders and liquids, lyophilisation, biologicals);
* experience of preparing and monitoring budgets;
* mastery of the MM and PP modules of SAP and software related to supply chains.

- Learning and development

- Adaptability

- Communication

What we offer

If successful, you may be offered employment based on renewable fixed-term contracts at grade A1/A2 In Strasbourg, you will receive a basic monthly gross salary of €4 990 (grade A1) or €6 376 (grade A2) which is exempt from national income tax. In our external offices different salary scales are used according to the cost of living conditions. This salary may be

supplemented by other allowances depending on your personal situation and you will be affiliated to a Council of Europe pension scheme. You will also benefit from private medical insurance, 32 working days leave per year and other benefits (including flexible working hours, training and development, possibility of teleworking, etc.).

This competition is carried out in accordance with Article 15.b of the Regulations on Appointments (Appendix II to the Staff Regulations), which foresees renewable employment on fixed-term contracts. Details on conditions of employment (probationary period, salaries, allowances, pension scheme, social insurance, etc.) can be consulted on our recruitment website. Any changes to these conditions during the recruitment process are updated on this site and will apply at the time of the job offer.

If your profile matches our needs and you are not recruited straight away, you may be placed on a reserve list, valid for a maximum of four years.

Applications and selection procedure

Deadline for applications is 04 April 2022 (midnight French time). Applications must be made in English or French using the Council of Europe online application system. By connecting to our website, you can create and submit your online application. Please fill out the online application form providing all requested details and explain how your competencies make

you the best candidate for this role. It usually takes a few hours to fill in an application form, so please take this information into consideration while applying.

Only applicants who best meet the abovementioned criteria will be considered for the next stage, which will consist of assessments and an interview. Further information on the assessment process will be provided to the selected candidates in due course. The tentative dates for each stage of the recruitment process will be found on our website.