



Service Desk member (0,6 – 0,8 FTE)

The European Cystic Fibrosis Society Patient Registry is looking for an enthusiastic candidate to reinforce the Service Desk on a part-time basis.

The European Cystic Fibrosis Society (ECFS) is an international community of scientific and clinical professionals committed to improving survival and quality of life for people with cystic fibrosis (CF) by promoting high quality research, education and care. As part of the ECFS the Patient Registry collects demographic and clinical data from people with CF in Europe, to deepen the knowledge of the disease, encourage new standards of care, provide data for epidemiological research and facilitate public health-planning. The Registry's database contains data of over 52,000 patients, provided by 140 participating centres and countries with an established national registry, from 40 countries in Europe and neighbouring countries (www.ecfs.eu/ecfspr).

The Registry Service Desk has a key-role in the Registry. It supports the contributing centres and national registries with software and data issues, provides training, takes care of the communications with the contributors, and manages the dataflow of the annual data collection. The Service Desk, consisting currently of two members, is part of an international team led by the Registry Coordinator, and works in close collaboration with the statisticians and data quality manager. The communication is mainly online, with regular face-to-face team meetings during the year.

What will you do?

- Manage and solve minor software and data-issues with the centres;
- Monitor, record and report the dataflow in the internal management system;
- Work, in close collaboration with CF centre staff and the Registry team, to retrieve complete and correct data from the centres;
- Maintain the documentation, such as User guides, Data Coding document etc. updated;
- Train (new) users on the software.

What Qualifications and skills are required?

- Bachelor degree is preferred;
- Excellent communication skills at all levels;
- Fluent in Spanish and English (written and spoken);
- Experience in data management is preferable;
- Excellent computer skills (MS Office);
- Administrative skills;
- Attention to detail and a service minded attitude;
- Organised and flexible;
- Able to work independently on routine tasks;
- Willing to travel.

What is offered?

- A -time contract for one year, with the possibility to prolong;
- Work remotely from home;
- Flexibility in working hours and to organize work;
- Opportunity to travel;
- Opportunity to work within a motivated and professional team in an international and stimulating environment.

How to apply?

Send your motivation letter and curriculum vitae to ecfs-pr@uzleuven.be before 20 October 2022.