KENYA MEDICAL RESEARCH INSTITUTE

A KEMRI –CCR Clinical Trials Research Project based in Thika is currently conducting clinical trials and is looking for motivated individuals to fill in the following position:

Position: **Research Project Manager M/R 12 (1 Position)**
Location: **Thika**
Reports to: **Principal Investigator**

Job Purpose
The position holder will be expected to oversee the coordination of existing and upcoming clinical studies. They will provide oversight and leadership for the daily conduct of clinical studies as a designee of the Principal Investigator.

Principal duties and essential functions:

- Facilitates and manages the daily clinical trial activities and plays a critical role in the conduct of the study.
- Reviews and comprehends each assigned protocol including study proceedings and timelines, inclusion and exclusion criteria, confidentiality and privacy protections.
- Possesses a thorough knowledge of the informed consent process as well as a thorough understanding of the study protocol(s) in order to be able to answer all questions pertaining to the study posed during the informed consent process.
- Support development of clinical study budgets based on proposed study protocols.
- Coordinates and attends sponsor and monitor visits
- Responds to data clarification requests in a timely manner.
- Participate in Investigator meetings requiring travel and report pertinent information back to research team members.
- Coordinates with PIs and department to help ensure that clinical research and related activities are performed in accordance with sponsoring agency policies and procedures.
- Assists the PI in development of materials and tools necessary to appropriately train individuals involved in the conduct of the study around issues related to (but not limited to) protocol requirements, schedule of visits, execution of research plan.
- Maintains records and other documentation of training.
- Maintains subject screening logs and protocol deviation logs.
- Maintains a spreadsheet tracking updates to database of all subjects enrolled on clinical studies.
- Coordinates and facilitates monitoring and auditing visits. Notifies appropriate institutional officials of external audits by IRB's, Regulatory agencies, CRO's and sponsors. • Collaborates with PI and institution to respond to any audit findings and implement-approved recommendations.
- Ensures that all materials for each clinical trial protocol are available for subject enrollment
- Works collaboratively with the other members of the clinical research team and the clinical and administrative support teams to ensure all protocols are followed and that there is timely documentation and submission of study data.
- Arranges secure storage of study documents that will be maintained according to institutional policy or for the contracted length of time, whichever is longer
- May perform other job related duties as requested or required Knowledge of program management

- Oversees regulatory submissions and approvals to local and international institutional review boards or ethical review committees
- Familiar with the diverse needs of clinical studies

Education and experience:

- At least a degree in health Sciences (Medicine, Nursing, Pharmacy, Public Health)
- Masters of Public Health or equivalent from a recognized university.
- Experience in project management or as a manager in a clinical research setting.
- Knowledge of good Clinical Trial Practice

Job knowledge and skills:

- Excellent interpersonal skills
- Strong management skills
- Familiarity with the Microsoft Office Suite.
- Excellent organizational skills to independently manage work flow
- Ability to prioritize quickly and appropriately
- Ability to multi-task
- Meticulous attention to detail

Licensure

- Membership of a Professional Association

Terms of Employment

Employment is on a one year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

HOW TO APPLY:

a) All applicants must meet each selection criteria detailed in the minimum requirements
b) Must include a current CV with names of at least 2 referees.
c) Must include copies of academic and professional certificates
d) Must include a copy of Certificate of good conduct
e) Must have KRA Certificate of Tax compliance
f) Must have Clearance Certificate from HELB
g) Must have credit reference Bureau Certificate

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: phrdrecruit@pipsthika.org not later than **20th May, 2019.**

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.

Only those shortlisted will be contacted.