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| **Position Title:** | ASSOCIATE DIRECTOR (CLINICAL AND SCIENCE) |
| **Position Number:** | 1002 – 1005 (4 Positions to be hired) |
| **Reports To:** | Director, PREVAIL Network |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The Associate Director assists and provides strategic guidance, direction and oversight on the overall clinical and science activities of the PREVAIL network. Each Associate Director position will be assigned to one or more of the following functional areas and key departments:

* Data Management
* Information Technology
* P&P
* Site Development/Operations
* Laboratory Services
* Pharmacy
* SMC
* Regulatory
* Learning and Professional Development
* Sustainability and Partnerships
* Administrative Support Staff

The Associate Director operates under delegated authority from the Director. Under the overall guidance of the Director, the Associate Director leads clinical operations and science management planning for operations and setting of trial targets. The Associate Director advises the Director on trial operations; trial effectiveness; and creative responses to emerging complex challenges.

The Associate Director is responsible for supervision and guidance of oversight for clinical and science management and ensuring cross-unit cooperation and coordination. The Associate Director ensures the trials have a results-oriented approach and consistency with standard clinical operations procedures and good science management practice.

The Associate Director represents the program in Operations Management Team (OMT) and liaises with other colleagues to successfully deliver operational services.

**Description of Responsibilities:**

* Supervises delegated clinical operations and aim to motivate and promote organizational excellence and ensuring regulations and procedures are applied consistently.
* Monitors clinical research quality and timeliness of protocol implementation.
* **Provides guidance and oversight to direct report(s) including the management of workload, special projects, performance management, salary review, and career development.**
* Ensure all clinical and science operations at all sites are carried out, effectively, efficiently, on time and in a transparent manner.
* Ensure that short, medium and longer-term clinical operations targets at all levels are met.
* Determine optimal techniques/processes for improving clinical and scientific operations.
* Ensure that clinical research knowledge is shared and applied within the Management Team and actively participate in the management practice.
* Create a clinical research learning environment; establish and institutionalize clinical learning opportunities within the Trial Office.
* Other duties as assigned

**Skills**:

* Excellent management and leadership skills with the ability to build strong relationships with clients, focus on impact and result, and responds positively to feedback.
* Demonstrates knowledge and competency in working in a past research environment.
* Solid knowledge in financial and human resources management, contract, asset and procurement, information and communication technology, and general administration.
* Ability to lead clinical processes re-engineering, to implement new systems, and to positively affect staff behavioral/ attitudinal changes.
* **Is exemplary of** collaboration and promotes cross-unit teamwork.
* Demonstrates knowledge sharing orientation, and ability to mentor and coach staff.
* Demonstrates effective team building and leadership, and conflict resolution skills.
* Ability to lead strategic planning, results-based management and reporting, formulation and monitoring of projects/programmers.
* Nursing Management and Clinical Research Operations Management.

**Leadership Competencies:**

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education:** Degree in Nursing, Social Sciences, Finance and Public /Business Administration, Public Policy, Hospital Administration, or other related fields.
* **Preferred Job-related Experience:** At least six (6) years of relevant experience of development in a governmental, multilateral or civil society organization in a multi-cultural setting, including three (3) or more years of senior-level management responsibilities in a challenging and complex organizational setting.
* **Additional Eligibility Qualifications: Minimum of five (5) years’ experience managing staff in multiple levels of an organization, both management and individual contributor level staff.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application