

|  |  |
| --- | --- |
| **Position Title:** | SITE MANAGER |
| **Position Number:** | 3006 |
| **Reports To:** | Associate Director, Operations |
| **Project Worksite:** | JFK, Redemption, C.H. Rennie, and Duport Road |

**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:**

Thisposition will serve as a Site Manager overseeing the administrative functions of the site. The candidate should have the ability to communicate effectively and clearly with all colleagues.

**Description of Responsibilities:**

* Being familiar with, implementing and amending as needed Site Standard Operating Procedures
* Serve as the liaison between the site and the Operations Center
* Performing review of Case Report Forms for accuracy and completeness before they are sent to the Operations Center
* Informing the Principal Investigator(s) immediately of any deficiencies in the resources along with options for resolving these deficiencies
* Ensure the regular availability of all essential supplies and logistics for the operation of the vaccine trial
* Conduct regular meetings with members of the team to ensure smooth operation of the site
* Supervising staff and providing direction where necessary
* Provide technical and administrative oversight to the staff
* Ensuring that all site staff are aware of their specific roles and responsibilities within the overall Liberian-US Joint Clinical Research Partnership
* Ensuring site staff focus on high-priority tasks
* Carry out performance evaluation of all staff recruited at the site on a quarterly basis
* Training site staff on their role in conducting clinical trials, including protocol implementation, data collection issues and research practices
* Being familiar with the requirements, including proper completion of Case Report Forms, of all active protocols
* Working with each Site Protocol Principal Investigator to ensure training of the site staff on the requirements of each protocol
* Seeking guidance from the Protocol Principal Investigator(s) for questions of protocol interpretation
* Working with site staff and Protocol Principal Investigators, to document and report to the Operations Center all deviations from approved protocol(s) and Reportable Adverse Events
* Facilitating all site monitoring visits and ensuring site staff resolve in a timely fashion all issues identified during these visits
* Other duties as assigned

**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: Bachelor’s** Degree in Nursing, or other related fields.
* **Preferred Job-related Experience:** At least four (4) years of relevant experience in clinical practice, with at least two (2) years of experience in an administration or supervisory position.
* **Additional Eligibility Qualifications: A background in Administration or MPH is preferred.**

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