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| **Position Title:** | Lead Study Coordinator |
| **Position Number:** | 5002 |
| **Reports To:** | Assistant Director, Operations |
| **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 Employee will provide professional services to NIAID DCR Ebola Response Program and other contract parties/clients, as specified for the position title in the job description attached to this agreement. The lead study coordinator is responsible for coordinating other study coordinators in working with the Principal Investigators with protocol development, implementation, coordination and management.

**Description of Responsibilities:**

* Works closely with Liberian Principal Investigator and assists with protocol development, implementation, coordination and management of protocols.
* In collaboration with the Regulatory manager, facilitate the submission of study protocol to the different regulatory and ethics authority.
* Works closely with the NIH Study Coordinator in coordinating study development and implementation.
* Works with NIH Study Coordinator, Regulatory Manager and other study coordinator in following up with Monitors Report and preparation of Regulatory Binders.
* Coordinate the preparation of research sites for monitoring visit and participates in those monitoring visit.
* Along with PI, NIH SC and site manager, coordinate the follow up of monitoring reports
* Works with NIH SC and have oversight of new Protocol Training, Amendments, SAE/AE/Deviation and cross-covering other Study Coordinators
* In collaboration with Site Managers, supervise other study coordinators on the conduct of protocol, Data Collection, Protocol Queries, QA/QC Program, Participant File organization
* Lead the development of clinical procedures for new studies and facilitate the development of other operational procedures.
* Coordinates the day-to-day activities of any technical support staff specifically engaged in the carrying out of research/clinical protocol, as appropriate to the position.
* Other duties as assigned

**Skills**:

* **Excellent computer skills and familiarity with Microsoft Office programs**
* **Strong organizational and time management**

**Qualifications**

* **Education:** Bachelor’s Degree in Nursing or other related fields.
* **Preferred Job-related Experience:** At least three (3) years of relevant experience…
* **Additional Eligibility Qualifications: Experience working in a clinical research program required.**

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