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| **Position Title:** | Participant Tracker Manager |
| **Position Number:** | 8001 |
| **Reports To:** | Associate 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:**

This position is responsible for the oversight and management of the Participant Tracker Program (PTP) including Participant Trackers (PTs), PT Supervisors, and Participants. The incumbent manager is to ensure a fair and equitable workload within operational constraints.

**Description of Responsibilities:**

* Serves as a resource in guiding PTs in their work and is accountable for addressing concerns brought forth by the PTs.
* Is accountable to the participants expressing concerns regarding their PT.
* Provides guidance for PT Supervisors and coordinates training for any needed supervisor skill set needs.
* Provides information and coordinates training regarding any new protocols and updates on current protocols. Works closely with Sites, SMC, L&PD to ensure proper education of the PT’s.
* Works with the psychosocial team to provide education training of PTs related to the needs of the participants.
* Provides a monthly report to all Sites on the status of the PTP along with any updates related to any issues or concerns brought forth by the Sites, PT Supervisors, PTs, and participants.
* Responsible for ensuring there are regular Participant Tracker meetings at the program and site levels. Attends PT meetings at the Sites. Meets regularly with Site Physician and Site Manager.
* Provides a written report to Participant Tracker Coordinator Supervisor [frequency to be determined by supervisor] with current status of PTP:
* Staffing Levels
* Issues and status on resolution
* Training needs
* Participant Missed-Visit rate
* 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: Associate’s** Degree in related field.
* **Preferred Job-related Experience:** At least three (3) years of experience in a supervisory role.

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