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| **Position Title:** | Study Coordinator |
| **Position Number:** | 5006 |
| **Reports To:** | Site Manager |
| **Project Worksite:** | JFK |

**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 TMG/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 contract terms of reference for said position are subject to amendment at any time by, TMG/NIAID DCR Ebola Response program and/or the Government of Liberia. In accepting this employment, the Employee agrees, that he/she will not hold TMG/NIAID DCR Ebola Response program liable in any way for alterations in the scope or nature of work that may be made by TMG/NIAID DCR Ebola Response program, and/or the Government of Liberia.

**Description of Responsibilities:**

* Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures.
* Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.
* Ensures the smooth and efficient day-to- day operation of research and data collection activities; acts as the primary administrative point of contact for internal research staff.
* 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; may perform aspects of research protocol, as required, in accordance with specified program objectives.
* Plans and coordinates the staffing of research studies, to include the recruitment and administration of research support staff, as appropriate to the activity and also supervises and coordinates the provision of support services to investigators and researchers.
* Monitors the progress of research activities; develops and maintains records of research activities and prepares reports as required by investigators, administrators, funding agencies, and regulatory bodies.
* To implement quality control process throughout the conduct of the trial and participate in clinical floor activities on an ongoing basis with research staff to ensure adequate clinical support for trial activities and perform miscellaneous job- related duties as assigned/ required by the Project.
* Performed other duties as require by management.
* Other duties as assigned

**Skills**:

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

**Qualifications**

* **Education:** Degree in Nursing, or other related fields.
* **Preferred Job-related Experience:** At least 3 years of related work experience.
* **Additional Eligibility Qualifications: Experience working in clinical research program.**

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