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| **Position Title:** | Chief Scientific Officer |
| **Position Number:** | TBD |
| **Reports To:** | Prevail Director |
| **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:**

Provide scientific direction, guidance, and consultation for all research and scientific activities within PREVAIL, in collaboration with PREVAIL Principal Investigators for clinical representation where needed and with the direction from the PREVAIL Director. The CSO is to ensure overall performance research and scientific activities. Serve as the Liaison between the Director of the Principal Investigators and the site PIs to promote communications and collaborations in the development of scientific and research activities to ensure the scientific mission of PREVAIL.

**Description of Responsibilities:**

* Collaborate with PREVAIL partners and stakeholders to advance the PREVAIL scientific mission.
* Collaborate with PREVAIL partners to write to apply for research grants.
* Develop new research partnerships with external research entities to support sustainability.
* Collaborate with the PIs to write protocols.
* Under the direction of the PREVAIL Director, ensure that plans to resolve identified gaps are implemented and followed to completion.
* Advise the PREVAIL Director on the development of policies and practices within PREVAIL from a research and scientific perspective and the practical implementation thereof.
* Collaborate with the deputies to ensure that the necessary infrastructure is in place to implement protocols.
* As directed by the PREVAIL Director, co-chair committee meetings and attend other meetings as appropriate to review ongoing issues and project progress.
* Work with the leadership team such that PREVAIL sites have adequate and appropriate means (facilities, equipment) to fulfill their responsibilities and make recommendations to the appropriate committees to assess and determine if/when additional resources are required.
* Work with the leadership to identify and monitor resources develop mitigation plans to address resource shortages or gaps that may impact study implementation.
* Assist PREVAIL and PREVAIL partners in providing consultation and research and clinical laboratories with best practices, assay design, and troubleshooting.
* Serve as a subject matter expert for PREVAIL to develop and implement research and scientific studies.
* At the direction of the PREVAIL Director, provide consultation as a subject matter expert to external partners on research and scientific activities.
* Coordinate with the PREVAIL director to represent PREVAIL scientifically at IMS, Ministry of Health (MoH), and other meetings as needed.
* Oversee and/or assist with the development of laboratory SOPs and protocols.
* Collaborate with RETAIN and University of Liberia to advance educational opportunities.
* Under the direction of the PREVAIL Director and CMT leadership, assist with maintaining strategic relationship with and between key stakeholders and organizations within and external to PREVAIL to ensure coordination and concurrence of activities.
* As directed by the PREVAIL Director, interact and conduct briefings with the NPHIL, MoH, and other entities as necessary.
* Other duties as assigned

**Skills**:

* Excellent ability in research protocol development and grant writing
* Demonstrable ability to attract collaborations and partnerships
* 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 protocol implementation and administration.
* Ability to lead clinical processes re-engineering, to implement new systems, and to positively affect staff behavioral/ attitudinal changes.
* **Exemplary attitude in** 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 research/projects/programmers.
* Clinical Management and Clinical Research Operations Management.

**Qualifications**

* **Education: Ph.D. or M.D. with knowledge in the design, management, and analysis of clinical trials with preferred experience in good clinical practices and good laboratory practice in research and scientific activities.**

* **Preferred Job-related Experience:**
* In-depth knowledge of infectious diseases and emerging infectious diseases.
* In-depth experience in management, grant writing, and budget/resource management.
* Excellent written and verbal communication skills with a demonstrated publication record.
* A minimum of 10 years of experience in research and scientific activities.
* **Additional Eligibility Qualifications:**
* **Minimum of five (5) years’ experience in managing scientific protocols in multiple levels of a research environment or other organization.**

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:**

**Address Application to**:FHI Clinical Human Resources Office

University of Liberia AM Dogliotti Campus

Congo Town, Monrovia, Liberia

**Email:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Current CV/Résumé, FHI Clinical Job Application

**Deadline for the submission of application is Thursday, September 30, 2021 at 5pm.**

**PREVAIL APPLICATION FOR EMPLOYMENT**

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**DATE:**

**NAME (Last, First, Middle):**

Please specify if you have been employed under any other name:

**Citizenship Status:**

**If you are not a Liberian citizen, are you legally able to work in the country of Liberia? Yes No**

Proof of citizenship or work authorization will be required upon employment.

**NOTE:** Liberians have preference in all employment decision as a matter of Liberian law; where a non-Liberian is to be hired, proof of work authorization from competent Liberian authority is required.

**HOME ADDRESS:**

**MOBILE TELEPHONE: ( )**

**Position applied for:**

**Position Number:**

**Work Location Site:**

**Date available to start work:**

**EDUCATION** (include secondary, business, college or university training)

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| School | Major/Area of Study | Degree/Certification |
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**PROFESSIONAL EXPERIENCE**

Please complete all appropriate items even if a Résumé/CV has been provided. Start with present or most recent job. Include military service assignments, volunteer activities, and consultancies or temporary assignments. Provide employment data for the last 5 years, if appropriate.

**If currently employed, may we contact your present employer? 🞎 Yes 🞎 No**

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| **Last or Present Company** | **Type of Business** | **Starting Position** | |
| **Street Address** | **Phone Number** | **Last or Current Position** | |
| **City** | **Country** | **Postal Code** | **Hours per Week** |
| **Supervisor’s Name and Title** | | **Date of Hire** | **End Date** |
| **Salary** | **Reason for Leaving** | | |
| **Additional Forms of Compensation including allowances, differential pay, bonuses, etc.** | | | |
| **Company Name** | **Type of Business** | **Starting Position** | |
| **Street Address** | **Phone Number** | **Last or Current Position** | |
| **City** | **Country** | **Postal Code** | **City** |
| **Supervisor’s Name and Title** | | **Date of Hire** | **End Date** |
| **Salary** | **Reason for Leaving** | | |
| **Additional Forms of Compensation including allowances, differential pay, bonuses, etc.** | | | |
| **Company Name** | **Type of Business** | **Starting Position** | |
| **Street Address** | **Phone Number** | **Last or Current Position** | |
| **City** | **Country** | **Postal Code** | **City** |
| **Supervisor’s Name and Title** | | **Date of Hire** | **End Date** |
| **Salary** | **Reason for Leaving** | | |
| **Additional Forms of Compensation including allowances, differential pay, bonuses, etc.** | | | |

Are you currently employed by any other organization or entity? Yes No

If yes, please provide details:

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**Additional Skills or Information Relevant to Application**

**(Please include languages and computer skills)**

*Language Proficiency Level: 2 – Limited; 3 – General professional; 4 – Advanced; 5 – Functional native*

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| Language: | Proficiency Level: |
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Computer Skills:

Other:

Please list current or prior supervisors. If supervisors are not available, you may also list: professors, academic advisors, or business colleagues (do not list relatives). Minimum of 3 references required (You may attach a separate sheet if necessary).

**REFERENCES**

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| Reference & Relationship to Applicant (e.g. direct or indirect supervisor, colleague, etc.) | Contact | Company & Occupation | Years known |
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| Home: |
| Email: |
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| Home: |
| Email: |
|  | Work: |  |  |
| Home: |
| Email: |

**APPLICANT’S STATEMENT**

Have you ever been convicted of a crime within the last 10 years? Yes No

If yes, please explain:

I certify that the answers given herein are true and complete to the best of my knowledge and understand that falsification or omission of information provided on this application or during interview (s) may result in my disqualification from consideration for employment, or in the event of employment, my immediate discharge/discharged.

I authorize investigation of all statements contained herein and authorize the employers, educational institutions, and references listed above to provide to FHI Clinical any and all information concerning my previous employment, work experience and salary history, education and degrees, and any pertinent information that has direct relationship to my application for employment with FHI Clinical. Such information may include, but is not limited to, job performance, attendance, eligibility for re-employment with a former employer, reason for termination of previous employment, criminal record, and conduct.

**SIGNATURE:**  **DATE:**

**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