JOB ADVERTISEMENT

JOB TITLE: Project Coordinator

COMPANY: Ghana College of Physicians and Surgeons

CATEGORY: Education/Research

LOCATION: Ridge/Accra

JOB STATUS: Contract

EDUCATIONAL REQUIREMENTS: First Degree In Social Science or Equivalent. Possession of a Masters degree will be an advantage

EXPERIENCE: At least 2 years of experience in clinical research and/or other applicable research management.

JOB EXPIRES: 2020

JOB DESCRIPTION: The Project Coordinator will be responsible for directing and delivering all project related activities in accordance with protocol, standard operating guidelines and all applicable regulation in the country. In collaboration with the study Principal Investigator and other Investigator and team members administers research study associated activities. The Project Coordinator will initiate and participate in project/research planning, and ensure that pre-established work scope, study protocol, and regulatory requirements are followed. The Principal Investigator will serve as principle administrative liaison for project/research activities. Oversees and coordinates the provision of administrative and staff services to investigators; develops and maintains record keeping systems and procedures.

DUTIES AND RESPONSIBILITIES:

1. Reports to the Rector of the College
2. Plans and coordinates the initiation of project/research study protocol, and the establishment of operating policies and procedures.
3. Develop all project required deliverable, monitor and manage all deliverable related issues
4. Prepares Institutional Review Boards/Ethics Review Committee applications
5. Plans, implements, and maintains data collection and analysis systems in support of project/research protocol; may coordinate the collection and analysis of research data.
6. Ensures the smooth and efficient day-to-day operation of the project/research and data collection activities; acts as the primary administrative point of contact for internal project/research staff and as the principle operational liaison for other research organizations and regulating bodies.
7. Supervises and coordinates the provision of support services to investigators and researchers. Facilitate and/or run research/project team meetings
8. Develop reporting system of all project management team members
9. Monitors the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by Investigators, Administrators, and/or regulatory bodies.
10. Plans and coordinates regular Steering Committee meetings.
11. Carries out the coordination of the details of studies and documentation concerning study protocol
12. Develop and monitor Quality Assure system in the entire project life

REQUIRED SKILLS:

➤ Postgraduate experience in project management with research bias
➤ Individual with MSc or Diploma in Clinical Trials can apply
➤ Good computer skills. Proficiency in MS Word, Excel and MS Project and Bioinformatics
➤ Computer Competency including proficiency in Microsoft Word, Excel and PowerPoint.
➤ Familiarity with data storage and analysis systems such as SPPS is an asset.
➤ Good writing skills
➤ Good interpersonal communication skills
➤ Strong organization and prioritization skills beneficial skills.

HOW TO APPLY

Send application letter, addressed to “The Rector” to the College Secretariat at 54, Independence Avenue, Ridge, Accra, or electronically to rector@gcps.edu.gh

Telephone Contact: 0243690073