

Job Description

Position Title	:Project Manager
Position Identity	: D4/0 category (negotiable as per qualification and experience)
Reports to	:Buddha Basnyat; AbhilashaKarkey– OUCRU Nepal Suman Chandra Gurung – BNMT Nepal
Location	:Oxford University Clinical Research Unit Nepal (OUCRU-NP)
Project	: Joint Global Health Trial Project: ACT South Asia
Contract	: 100%, 1 year with the possibility of an extension
Start date	: 1st March 2020

Position summary:

The successful candidate will be responsible for providing efficient and effective project management for a 3 year Joint Global Health Trial project: ACT-South Asia.

Background:

OUCRU-NP was founded in 2003 and has since established a reputation as one of the leading clinical research groups in Nepal. Birat Nepal Medical Trust (BNMT Nepal) is a dynamic Nepalese non-governmental organisation dedicated towards the improved health and well-being of Nepali people since 1967.

ACT- South Asia is funded through the joint global health trials scheme and is a phase IV, multicentre, multi-country, comparative double blind, 1:1 randomised clinical treatment trial of typhoid fever in children and adults. The purpose of this trial is to generate new knowledge and interventions for enteric fever that will contribute to the improvement of health in the South Asian region.

Responsibilities:

The Project Manager will be responsible for:

- Liaison with principal investigator to oversee planning, implementation and reporting of ACT South Asia project;
- Ensuring the efficient operation of ACT-South Asia in liaison and collaboration with host and partner institutions;
- Providing day-to-day management and coordination to all aspects of the trial;
- Providing support and advice to principal investigator and team with regard to the trial policies and practice.
- Working in close coordination with senior leadership in OUCRUNP to ensure timely delivery of project.

Major duties:

- Develop and monitor project implementation timelines;
- Liaise diplomatically with all project partners in India, Pakistan, Bangladesh, Nepal, Vietnam, and UK.
- Travel to project partner sites as required.
- Monitor project progress and support partners in troubleshooting issues.
- Monitor risks to the project and its timelines and escalate issues as appropriate
- Prepare ethical committee reports as required in consultation with PI and project partners
- Liaise with research and business services and finance departments in OUCRU Vietnam to ensure compliance with all internal processes.
- Prepare public engagement, media and website material in liaison with OUCRU-NP and Vietnamcommunications department and project partners.
- Maintain and update project website with the help of IT services.
- Support partners to prepare and ensure timely delivery of all reports required by funders.
- Monitor and plan budgeting and expenditure.
- Support research staff in project delivery.
- Liaise with OUCRU-NP administrator to plan and co-ordinate project meetings.
- Any other duties commensurate with the role as directed by your line manager.

Essential criteria:

- Masters level or higher in a relevant subject
- Relevant experience in project management. Previous experience with budget management and financial reporting
- Excellent organizational and coordination skills
- Budgeting and financial reporting
- Flexibility to manage changing priorities and deal with conflicting demands
- Effective interpersonal, negotiation and diplomacy skills with the ability to handle issues with tact and sensitivity in a cross-cultural environment.
- Ability to work at both an international project wide level and at a detailed, practical hands-on level.
- Independent, self motivated and pro-active in role
- Willing to undertake travel to developing countries for project meeting and liaison
- Able to undertake Skype/conference calls outside normal working hours to accommodate time differences across project sites
- Strong publication record in relevant topic.

Desirable:

- Formal project management qualification
- JGHT project management experience highly desirable.
- Working with various Asian partners particularly desirable
- Web and social media skills
- Excellent written and verbal communication skills in English and Nepali –proven ability to write reports, scientific manuscripts and presentations to a standard sufficient for an international audience.