

Clinical Research Project Manager

FHI 360 is an international non-governmental organization that works with the Vietnam Ministry of Health, other ministries, provincial health services, and local non-government organizations to promote the health and well-being of the Vietnamese population, particularly vulnerable and disenfranchised groups. FHI 360 is currently building the capacity of local organizations in HIV/AIDS prevention, care, and treatment; clinical research for the development of vaccines and drugs for infectious diseases; tobacco control; and laboratory strengthening.

We are currently seeking qualified and highly motivated Vietnamese national to fill the vacancy of Clinical Research Project Manager to join our team either in Hanoi or Hochiminh City.

Position Summary:

The incumbent will be responsible for the overall coordination and management of clinical projects/studies from start up through close out activities. Directs the technical and operational aspects of the projects, ensuring the successful completion of clinical projects/studies, meeting the Sponsor's satisfaction and complying with Standard Operating Procedures (SOPs), policies and practices. Works with major functional area leads to identify and evaluate fundamental issues on the project, make good business decisions and ensure solutions are implemented. Collaborates with centralized, remote monitoring units to ensure project progress and deliverables meet contractual requirements.

Major duties and responsibilities:

- Manages the day-to-day operations of multiple clinical trials, including trial start-up, conduct, and closeout activities.
- Develops and implements clinical operational plans, incorporating the study and scientific plan
- Creates and manages overall operation of the entire clinical study including project planning, budget, and resource management.
- Ensures that trial timelines, costs, and quality metrics are met.
- Serves as primary contact for sponsor and/or functional area representatives in managing protocol execution.
- Performs ongoing vendor management including independent negotiation of scope of work, budgets, performance management, and issue resolution.
- Oversees forecasting of clinical/non-clinical supplies.

The successful candidate will have the following qualifications and abilities:

- Bachelor's degree or Master's degree or its international equivalent in public health, medicine, pharmaceutical, project management or a related field with at least 3 years of previous experience in clinical research project management.

- Able to delegate, effectively prioritizes own and workload of project team members.
- Articulate, professional and able to communicate in a clear, positive concise manner with sponsors and staff.
- Sound interpersonal skills, flexible and adaptable to changing situations.
- Able to read, write and speak fluent English.
- Proficient in Microsoft Office, spreadsheet software and other technology required.
- Ability to travel as needed.

FHI 360 offers a competitive salary and excellent benefits.

Please send detailed curriculum vitae with letter of application and copies of degrees and certificates in English by September 6, 2015 to:

Human Resources Section, FHI 360 Vietnam

7 th Floor, Hanoi Tourist Building, No. 18 Ly Thuong Kiet, Hoan Kiem Hanoi, Vietnam

Email: Vietnam.recruitment@fhi360.org

Please specify the position you are applying for in your application.

Only shortlisted candidates will be contacted for interviews.