

Cancer Research Malaysia

JOB DESCRIPTION

JOB TITLE	: Project Manager [MeMoSA]
GRADE	:
LOCATION	: Cancer Research Malaysia, UEP Laboratory
RESPONSIBLE TO	: Senior Group Leader, Head and Neck Cancer Research Team (Professor Dr Cheong Sok Ching)
Date	: March 2018

SCOPE / PURPOSE OF JOB

The **Project Manager** will work closely with and report to the Senior Group Leader of the Head and Neck Cancer Programme, as the key facilitator for the successful implementation of Project MeMoSA.

RESPONSIBILITIES

Able to work independently and able to multitask in ensuring execution of key activities to meet the Key Performance Indicators (KPIs) set for Project MeMoSA within targeted timeline and resources whilst maintaining high standards of reporting, documentation and stakeholder management.

Project Manager role for key activities of Project MeMoSA pilot study

Clinical trial evaluation

- Identify and work with stake holders and clinical trial manager to plan, coordinate and execute a clinical trial to evaluate MeMoSA
- Plan, coordinate and monitor submission of core documents for approval to the relevant authorities within the stipulated timeframe
- Plan, coordinate and supervise research assistants for on-site activities
- Plan, coordinate and facilitate relevant study-related activities with stakeholders
- Plan, coordinate and monitor study analysis and reporting/publication to stakeholders
- Ensure that study data collection, documentation and reporting are executed in accordance to set standards
- Assist in securing funding and monitor the cash flow of the project

Cost-effectiveness study

- Identify, evaluate and work with stake-holders and external partners to evaluate the cost-effectiveness of MeMoSA
- Plan, coordinate and monitor study on the cost-effectiveness study on MeMoSA
- Plan, coordinate and monitor study analysis and reporting/publication to stakeholders to ensure that these are met within the stipulated timeframe and allocated resources
- Ensure that study data collection, documentation and reporting are executed in accordance to set standards
- Assist in securing funding

Other responsibilities:

- Plan, facilitate and maintain comprehensive project documentation with high compliance standards
- Develop and update detailed project timeline to track progress
- Perform risk management analysis and reporting to minimize project-related risks
- Work with external stake-holders and collaborators to develop business plan for MeMoSA

- Identify and work with relevant stake-holders for the implementation of the business plan
- Work with Senior Group Leader in identifying and securing funds for project sustainability
- Plan, coordinate and monitor execution of public relations activities for Project MeMoSA

The Project Manager will provide periodical progress updates and reports to the Principal Lead Investigator for Project MeMoSA and other relevant key stakeholders.

QUALIFICATIONS AND COMPETENCIES

1. Educated to degree level, with relevant experience in project management.
2. Work experience of at least 3 years or more
3. Candidate possess own mode of transport for work-related travel
4. Competency in utilizing Microsoft office softwares i.e. Word, Powerpoint, Excel
5. Experience and skills in business development (in healthcare) would be a strong advantage.
6. Experience and skills in running clinical trials would be an advantage.
7. Experience and skills in working with different stakeholders, particularly with ministry of health will be an advantage.
8. Able to be a pro-active member of the team.
9. Assumes full responsibilities within role.
10. The ability to prioritise own workload and work to deadlines.