

## Cancer Research Malaysia

### JOB DESCRIPTION

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JOB TITLE	: Project Manager [NPC]
GRADE	:
LOCATION	: Cancer Research Malaysia office, Sime Darby Medical Centre
RESPONSIBLE TO	: Senior Group Leader, Familial Team (Yoon Sook Yee)
Date	: May 2018

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### SCOPE / PURPOSE OF JOB

The **Project Manager** will work closely with and report to the Principal Lead Investigator for Project SNI FIE, as the key facilitator for the successful implementation of the project.

### RESPONSIBILITIES

Key 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 SNI FIE within targeted timeline and resources whilst maintaining high standards of reporting, documentation and stakeholder management.

Project Manager role for key activities of Project SNI FIE study

Recruitment of patients and relatives:

- Identify and work with stake holders and clinical coordinators to plan, coordinate and execute a recruitment programme.
- Plan, coordinate and monitor submission of core documents for approval to the relevant authorities within the stipulated timeframe
- Plan, coordinate and facilitate with 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
- Monitor the cash flow of the project

EBV screening:

- Identify, evaluate and work with stake-holders and external partners to evaluate the utility of the EBV screening programme
- 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

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 Senior Group Leader in identifying and securing funds for project sustainability
- Plan, coordinate and monitor execution of public relations activities for Project SNI FIE

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

### **QUALIFICATIONS AND COMPETENCIES**

1. Educated to degree level, with relevant experience in project management and as a study coordinator
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 working with different stakeholders, particularly with ministry of health will be an advantage.
6. Able to be a pro-active member of the team.
7. Assumes full responsibilities within role.
8. The ability to prioritise own workload and work to deadlines.