

Cancer Research Malaysia

JOB DESCRIPTION

JOB TITLE : Project Manager (Clinical Research)
LOCATION : Cancer Research Malaysia, UEP Laboratory
RESPONSIBLE TO : Senior Group Leader, Head and Neck Cancer Research Team (Dr Cheong Sok Ching)
Date : December 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, that will enable the wide use of a mobile phone App for early detection of oral cancer.

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.

Responsibilities include:

- Identify and work with stake holders to plan, coordinate and execute the project to meet set milestones
- Manage the financials, time-lines, project deliverables and resources
- Work with external stake-holders and collaborators to establish and develop the business strategy for MeMoSA
- Perform risk management analysis and reporting to minimize project-related risks
- Assist in activities carried out by other team members including evaluating clinical projects, obtaining project funding, preparing report to funders, supervising research assistants and execution of public relations activities related to Project MeMoSA

QUALIFICATIONS AND COMPETENCIES

- Educated to degree level, with relevant experience in project management in the healthcare sector.
- Work experience of at least 5 years
(experience in clinical and/or public health projects would be strong advantages)
- A strategic thinker with strong leadership, resourcefulness, and able to form strategic partnership with related stake holders and businesses
- Independent and responsible individual, able to multitask and work in fast pace environment
- Excellent organizational and time management skills and ability to work under pressure
- Proven capability in hands-on problem solving, with the ability to generate ideas and solutions; self-motivated and results driven; with a genuine interest in implementing innovative strategies in healthcare
- Able to be a pro-active member of the team
- The ability to prioritise own workload and work to deadlines and assumes full responsibilities within role