

Cancer Research Malaysia

JOB TITLE:	Study Coordinator (Head and Neck Cancer Research Group)
LOCATION:	Cancer Research Malaysia, Subang Jaya Medical Centre
RESPONSIBLE TO:	Senior Group Leader, Head and Neck
Start Date:	1 April 2019, or as soon as possible thereafter

Cancer Research Malaysia (formerly known as Cancer Research Initiatives Foundation) is a private non-profit organization dedicated to Malaysian cancer research. As part of our research, Cancer Research Malaysia will be conducting a study to evaluate the sensitivity and specificity of MeMoSA[®], a mobile phone App for early detection of oral cancer. We will invite patients that seek treatment from dentist or oral specialist in the oral medicine and oral pathology clinics or oral and maxillofacial surgery clinics to join this study.

We are currently looking to add a **Study Coordinator (SC)** to our team for this exciting new study which involves mobile technology. Under the supervision of the Principal Investigator, you will work closely with the Study Members of MeMoSA[®] project to ensure that the research project meets its defined objectives, including recruitment and management of study participants. You will be joining an organization with a unique culture, with an emphasis on diligence, integrity, respect and impact.

The ideal candidate for this position will have a Candidate must be meticulous, organize, problem solver in carrying our research protocol and be able to maintain a high level of accuracy with minimal supervision. Tech savvy candidate is a bonus but not a must.

Major Duties and Responsibilities:

- Recruitment and follow-up of patients into MeMoSA[®] project.
- Assist investigators in conducting MeMoSA[®] project at the study sites.
- Ensure all documentation relating to the study are duly completed.
- Assist MeMoSA[®] team members with overall running of MeMoSA[®] project.
- Data collection, data entry and data analysis
- Reporting on progress of project.
- Undertake any other duties that may be assigned from time to time

Qualification and competencies:

- Bachelor's degree in a relevant discipline (e.g. Biomedical Sciences, Psychology or others).
- Effective people and good team player, ability to communicate and work with all levels of stakeholders, 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
- Pro-active, meticulous, and maintain a high-level accuracy with minimal supervision.
- Willing to travel and own transport