

Cancer Research Malaysia

JOB TITLE : Project Manager for Community Outreach Unit
LOCATION : Cancer Research Malaysia Office, Subang Jaya Medical Centre
REPORTING TO : Deputy Head of Community Outreach Unit
Date : 10th May 2022 onwards

ABOUT THE UNIT

The Community Outreach Research Unit collaboratively develops intervention programmes to promote early detection and improve access to breast cancer care for women seeking treatment at Ministry of Health hospitals. The Community unit together with other research units in CRMY intends to close the gap in cancer care and our current focus is on breast cancer. The reality today is that who you are and where you live could mean the difference in cancer survival. It isn't fair. But we can change this by developing the:

1. most effective healthcare system changes for improving survival and
2. innovative and cost-effective tools for enabling early detection of cancer in B40 communities

SCOPE / PURPOSE OF JOB

The Project Manager is a key driver of Cancer Research Malaysia's programmes to improve the survivorship of cancer patients, focusing in particular on the Patient Navigation Programme. The candidate needs to understand the opportunities available to improve the early detection and survivorship of cancer patients in Malaysia, and to do so in evidence-based strategies such as the establishment of new PNP centres, and the engagement of community partners to provide logistic, financial and other support for such centres.

We are looking for a confident individual with an open, approachable and pleasant personality. The ideal candidate should be someone who understands the opportunities and demonstrate a strong personal commitment to the outreach cause of Cancer Research Malaysia. The candidate should also be able to embrace inclusion by reaching out and providing fair treatment to people of all backgrounds.

The project manager will report to the Deputy Head of Community Outreach Unit and work closely with the Patient Navigation Programme Team in planning and implementing the Outreach Programmes with Cancer Research Malaysia's long-term objectives in mind.

RESPONSIBILITIES

1. Responsible for the development and launch of the Patient Navigation ECHO Program in collaboration with MOH and relevant parties involved. In line with the ECHO programme, be responsible for the development and launch of the CRMY Patient Navigation Programme Manual and Framework.
2. Responsible for the planning and implementation of a training programme for healthcare professionals on the use of the Decision Aids for Early Breast Cancer and for Metastatic Breast Cancer.
3. Responsible for evaluating project objectives, and contributing scientific expertise to write, design, implement, validate and lead a range of reports and other documents needed for the project.

4. Provide input and assist in both short-term and long-term strategic plan for Cancer Research Malaysia's Outreach Programmes.
5. Assisting in recruiting, training and developing a team to be responsible for the programme under Community Outreach unit.

QUALIFICATIONS

- Bachelor's/Master's degree in public health, applied social/behavioral science, health education, or other related discipline, with minimum 3 years working experience in project management. Prior experience in public health is an advantage but not a requirement.
- Individuals with medical degrees with an interest in public health are also encouraged to apply.
- Open, approachable and pleasant personality with a strong desire to work with the community
- Ability to identify and engage with appropriate partners and stakeholders (internal and external), build and maintain robust working relationships to ensure effective collaborations
- Ability to synthesize complex health information and data for internal reports and general public use
- Skilled in writing clear and concise reports for internal and external audiences
- Experience in analyzing data, research, reports and trends
- Excellent organizational skills with focus on detail and follow-through towards completion
- Ability to work independently, take initiative, manage multiple projects and datelines with an entrepreneurial approach
- Adaptability and flexibility to changing demands and challenging opportunities
- Possess a car with valid driver's license, able to accommodate travel and community needs.
- Strong verbal and written communication skills in Bahasa Malaysia and English