

Cancer Research Malaysia

JOB TITLE : Project Manager for Cancer Prevention & Population Science
LOCATION : Cancer Research Malaysia Office, Subang Jaya Medical Centre
REPORTING TO : Deputy Head of Cancer Prevention & Population Science
Date : 3rd January 2023 onwards

SCOPE

We are recruiting a Project Manager to assist in a project to evaluate the impact of risk stratified approaches to early detection of breast cancer.

Over the past >10 years, the CPPS unit has built one of the largest case-control studies of breast cancer in the South East Asian population. To date, we have characterized the rare and common germline variants associated with risk to breast cancer (Dorling et al., NEJM 2021, Wen et al., BCR 2019) and evaluated the performance of polygenic risk scores in risk assessment in the Asian population (Ho et al., Nat Comms 2021, Ho et al., Genet Med 2022). Risk assessment tools incorporating genetic and other risk factors are currently being evaluated in North America and Europe to determine the impact of risk stratification on reducing overdiagnosis of breast cancer. **However, the utility of these tools in helping women make decisions about screening has not been tested in the Asian population.**

To take this forward, we have established collaborations with organisations and hospitals which are offering opportunistic screening in Malaysia, to evaluate the impact of risk stratification on early detection of breast cancer. The Project Manager will work closely with the PIs for the study [Prof Datin Paduka Dr Teo and A/Prof Dr Ho Weang Kee] to operationalize the study. In particular, the Project Manager will ensure that participants are recruited appropriately, biological samples are collected and archived, and that the data is appropriately collected into a data management system. The Project Manager will also assist in ethics applications and any other compliance matters.

RESPONSIBILITIES

1. To be responsible for project execution, including overseeing the training and supervision of study coordinators, the recruitment of study participants, the collection of biological samples and the collection of data
2. To ensure that research programmes meet external and internal milestones, and to be responsible for drafting and submitting the necessary reports.
3. If needed, to maintain a register of possible grant applications and to work with the Head of Research Unit to prepare and compete for these grant applications, ensuring all the time that there is sufficient funding for the project
4. To be responsible for creating and fostering good working relationships with community partners, NGOs, donors, corporate sponsors, and any other stakeholders involved in the project.
5. To supervise and mentor study coordinators, research associates, students and other internal as well as external scientists, as and when required
6. Other responsibilities include:
 - a) To deputise for the Head of Research Unit when appropriate
 - b) To represent Cancer Research Malaysia when appropriate
 - c) To take responsibility for designated projects as necessary
 - d) To undertake other administrative tasks as required

QUALIFICATIONS

- Educated to post-graduate degree level (PhD/Masters), or with relevant experience in public health, applied social/behavioral science, health education, or other related discipline. Prior experience in public health is an advantage but not a requirement. Individuals with medical degrees with an interest in public health are also eligible (without a need for PhD or Masters).
- Open, approachable and pleasant personality with a strong track record in working with multiple stakeholders
- 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 is an advantage
- Experience in study design and grant writing is an advantage.
- Driven by a strong sense of making an impact, with problem solving skills, including conflict resolution skills
- The ability to prioritise own workload and work to deadlines
- Adopts a pro-active attitude to work
- Assumes full responsibilities within role
- Passion for CRMY's mission.