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| **JOB DESCRIPTION** **Closing Date for applications: 23rd March 2022**  **Start Date: As soon as possible**  **Please send CV & covering letter to** [**recruit@hcsafrica.com**](mailto:recruit@hcsafrica.com) |
| **Job title & Department:** |
| Associate Director, R&D (Product Development & Clinical Studies) |
| **Location:** |
| GALVmed Nairobi office (would consider GALVmed Edinburgh office with significant travel required) |
| **Salary Range:** |
| KES 7,600,000 – KES 9,000,000 p.a. |
| **Reporting Line & Key Interfaces:** |
| Reports to: Director, Research and Development (VITAL)  Direct Reports: Associate Manager, Clinical Research  Key Interfaces: Executive Director, R&D; Director, R&D (TAHSSL); TAHSSL management team and partners (ILRI, Clinglobal); Portfolio Managers; Project Leaders; Contracts management; GALVmed consultants; External clinical trial partners, Scientific Community. |
| **Main Purpose and Scope of the Job** |
| To serve as Manager contributing to product development projects under the VITAL and future GALVmed R&D programmes.  The jobholder will also be responsible for initiating and managing implementation of regulatory and non-regulatory clinical and non-clinical trials as per GALVmed’s required standards. |
| **Key Activities** |
| * Manage and contribute to achievement of objectives of VITAL, and future R&D projects as agreed with funders and in support of GALVmed 2030 Strategy. * Manage assigned R&D project budgets through proactive intervention to achieve alignment with budget forecasts * Create product development plans to fit specific assigned and future R&D project objectives. * Together with the Portfolio Manager, oversee the product development planning of assigned projects via MS Project to ensure transparent planning and communication of tasks and timelines. * Lead assigned R & D projects to product development and registration and achieve the objectives of the funded projects within timelines. * Ensure that all product development work under assigned projects is conducted in accordance with written and approved procedures/protocols, and in accordance with good scientific practices. * Map out and maintain awareness of relevant scientific literature to aid success of assigned product development projects. * Maintain accurate records on assigned projects and issue reports as per project milestones * Design internal studies in consultation with Director R&D (VITAL) and in collaboration with R&D partners * Manage GALVmed clinical operational staff.   + Co-ordinate all study activities, including protocol writing, conduct, site monitoring and close out.   + Prepare study protocols, data capture forms, test article documentation and study reports   + Maintain study files in accordance with SOPs and regulatory requirements   + Coordinate/Oversee data management processes including data entry, review, tracking, verification, and validation   + Coordinate animal related study activities (i.e., clinical sampling, test article administration, and clinical observations).   + Monitor all studies appropriately including training of investigators and other study personnel. * Serve as the clinical communication link between GALVmed, the sponsor and study site. * Act as a team leader of assigned projects as required, and to interact with external commercial and academic partners and funders to achieve efficient project progression and assessment. * Manage functions of GALVmed study monitor, archivist, SOP coordinator and study number allocator for the R & D Group * Contribute to the selection and management of consultants and partners as may be required from time-to-time for effective implementation of assigned GALVmed R&D projects. * Represent GALVmed within the research and scientific community in Africa and South Asia through regular contact, and attendance and presentation at scientific meetings * Contribute to scientific manuscript writing and/or review. * Improve GALVmed’s performance by continuous review and improvement of R&D procedures to achieve the most efficient methods and procedures for product development. |
| **Qualifications / experience required** (in order to successfully carry out the job role) |
| **Essential**   * Minimum: PhD in Biological Sciences or equivalent * At least 5 years’ experience of product (essentially vaccine) development within a commercial environment * Familiarity with design & management of clinical trials in animals * Experience in conducting registration trials * Project Leadership and Management experience with demonstrated ability * Solutions driven, and creative * Attention to detail & ability to prioritise work * Excellent team-player and ability to work across functions * Willingness to travel as needed, sometimes to challenging locations * Knowledge & experience with Veterinary Good Clinical Practices & Good Laboratory Practices * Experience of working in low & middle income countries * Knowledge and experience on poultry diseases ((IB, IBD (Gumboro), FP, ND, Coccidiosis) |