Job Title: Clinical Research Associate – COVID-19 projects (post does not have to be based in Geneva, Switzerland).

Summary: FIND is looking for a Clinical Research Associate (CRA) with a solid knowledge in clinical studies/trials and a background in managing projects in the area of infectious disease diagnosis. The CRA will be reporting to the Head of Pandemic Preparedness, the programme responsible for all FIND’s COVID-19 projects, with the potential to possibly expand to supporting other disease programmes as well. The CRA will be responsible for the management, monitoring and implementation of ongoing clinical evaluation studies of *in vitro* diagnostics and supporting the preparation of the new clinical studies/trials.

Responsibilities: (listed in order of importance and/or time spent)

1. Manage clinical trials and studies and ensure progress towards pre-determined goals. Primary focus of studies: performance evaluation and feasibility of *in vitro* diagnostics that support regulatory approval.
2. Support and oversee trial set up, including development of trial specific plans, forms and documentation to ensure compliance with FIND-specific and external standards: including, but not limited to, developing study protocols, project plans, customized Monitoring Visit Report Templates, Monitoring Plans, Case Report Forms, and Study-specific logs, that is, create and update project management documentation.
3. Set up and maintain Trial Master Files for GCP compliant clinical trials.
4. Collaborate with Clinical Trial Unit and liaise with Data Services Team to support the development of data management and statistical analysis plans.
5. Establish and maintain links with academic and private sector partners to ensure FIND activities are undertaken with the best external partners.
6. Regularly update supervisor (Head of Programme) and other project managers on the progress and difficulties experienced.
7. Develop training materials for sites and perform site initiation visits, if/when appropriate.
8. Perform central monitoring to ensure timely progress and facilitate creative troubleshooting, as needed; build capacity at investigational sites, providing ongoing training and monitoring (including travel to sites if/when appropriate) to review study progress, ensure protocol compliance and data integrity.
9. Assist with coordination and troubleshooting for the supply of investigational products to sites.
10. Escalate observed potential risks, issues, or non-conformances where necessary.
11. Work with M & E to ensure any information needed for clinical trial reporting (e.g. capacity building) is being collected and tracked.
13. Organize and coordinate collection of clinical specimens to maintain FIND Covid-19 biobank.

Knowledge and skill requirements:

1. At least 3 years’ experience working with infectious disease and or diagnostics
2. At least 2 years’ relevant experience and track record in clinical trial planning, execution and monitoring, preferably diagnostic trials
3. Advanced Scientific Degree (e.g., MSc or higher) in a relevant scientific background (e.g. epidemiology, microbiology, immunology) with a track record of published studies.
4. A good technical understanding of laboratory systems and diagnostics would be an asset. Previous experience with public health issues and/or emerging threats would be an asset.
5. Strong knowledge of GCP and the ethical/regulatory framework for clinical trials
6. Ability to problem solve, think creatively, as well as to work under pressure to meet tight timelines on a result-oriented basis.
7. Knowledge of electronic data capture (EDC) and experience with CRF development
8. Understanding the challenges related to conducting trials in low- and middle-income countries
9. Excellent time management skills, able to prioritize tasks and set goals efficiently
10. A team-oriented approach and excellent verbal communication skills
11. Willingness and ability to travel to Africa or Latin America for up to 30% of the time (depending of Covid-19 regulations)
12. Detail oriented
13. Fluent in English (verbal and written)
14. Working knowledge of French and Spanish would be an asset

**Application deadline:** Please e-mail a motivation letter and CV to hr@finddx.org by **31 August 2020. Please note that only applicants meeting the profile requirements will be contacted.**