

## Clinical Officer, Pandemic Preparedness

### 12-month contract

**Organization:** FIND is based in Geneva, Switzerland. We are a global non-profit organization driving innovation in the development and delivery of diagnostics to combat major diseases affecting the world's poorest populations. Our vision is a world where diagnosis guides the way to health for all people. With priorities aligned to those of the global public health community, we turn complex diagnostic challenges into simple solutions through unique partnerships with the public, private and non-profit sectors. Our work bridges Research and Development (R&D) to Access—we have deep technical and practical experience in needs assessments, development of fit-for-purpose products, evidence generation for regulators and policy makers through clinical trials and other studies, analysis of market dynamics, introduction of new products, capacity development to strengthen laboratory systems and manufacturing, and advocacy to expand access.

**Location:** Geneva, FIND headquarters

**Reporting to:** Senior Manager Quality and Medical Affairs with a dotted line to the Head of Pandemic Preparedness

### Your mission/Position objective

FIND is looking for a consultant for a Clinical Officer position, with a solid knowledge in clinical trials and background in managing projects in diagnosis of infectious diseases. The consultant will report to the Pandemic Preparedness Program, with a link to the Clinical Trial Unit (CTU). The position will work to support the conduct of ongoing evaluation studies of commercially-available *in vitro* diagnostics relevant to the COVID-19 response or management of other outbreak-prone pathogens.

### Responsibilities

#### Clinical trial management (50%)

- Support clinical study conduct in compliance with internal policies, and procedures and ensuring progress towards pre-determined goals
- Ensure trials conform to GCP guidelines and applicable regulations
- Assist with trial set up, including development of trial specific plans and forms (e.g., customized CRF, study-specific logs, training materials, Monitoring Plan, etc.)
- Set-up and maintain Trial Master Files for GCP compliant clinical trials
- Perform clinical trial quality assurance/compliance central and/or on-site monitoring visits (where feasible) as needed
- Evaluate the quality and integrity of data and study sites practices, escalate observed potential risks, issues, non-compliance as appropriate
- Support the development of study protocols for laboratory studies that aim to evaluate the performance of new IVD technologies
- Assist in preparation for audits and inspections

#### General Project management (50%)

- Ensure the overall project is on track with regards to deliverables, timelines and budgets by managing Gantt charts and budget tracking tools. Highlight upcoming milestones, or any project deviations / risks that may require corrective action.
- Organize/coordinate meetings/teleconference calls with partners; prepare and distribute minutes and action points. Follow-up on action items.
- Assist with coordination of supply of IVDs to study sites and troubleshooting in collaboration with FIND Logistics Team
- Contribute to the preparation of grant reports and manage grant reporting deadlines

## Qualifications

- Advanced Scientific Degree (MSc or higher) in a health care or other scientific field
- Understanding of infectious diseases, good technical understanding of diagnostics in particular Covid-19 would be an asset
- Relevant experience in clinical trial planning, execution and monitoring, preferably diagnostic trials
- Demonstrated understanding of GCP and the ethical/regulatory framework for clinical trials
- Knowledge of electronic data capture (EDC) and experience with case report form (CRF) development
- Understanding the challenges related to conducting trials in LMICs and working in a multi-cultural environment
- Excellent organizational and time management skills, able to prioritize tasks and set goals efficiently
- A team-oriented approach and excellent written and verbal communication skills
- A certification in project management is a plus
- Basic computer applications like MS Word, Excel and Power Point
- Fluent in English (verbal and written)

## To apply

Please send your application to [hr@finddx.org](mailto:hr@finddx.org) by **17 May 2021**

The application must include:

- a complete curriculum vitae
- a motivation letter
- **an acknowledgement letter, answering the following questions:**
  1. Have you ever been criminally convicted or subject to any criminal or administrative penalty by any competent authority? If yes, please specify:
  2. Have you ever been terminated or separated (e.g. contract termination, dismissal, non-renewal) or subject to any disciplinary measure or sanction by your employer for fraud, harassment, sexual harassment, sexual exploitation or sexual abuse?
  3. Have you ever resigned while under investigation or during disciplinary proceedings?

### **Confirming the following declaration of understanding:**

- I confirm the accuracy of the information provided, with the understanding that FIND will conduct reference checks to verify relevant information.
- I understand that if any false or misleading information is provided in my application, or any material fact suppressed, I may not be employed, or if I am employed, I may be dismissed.

Please note that due to high volume of applications, ONLY short-listed candidates will be contacted. FIND values diversity among its staff and aims to achieve gender equality both through gender parity at all levels of the organisation and promoting a gender dimension in all its work. We welcome applications from women and men, and those with disabilities.