Clinical Officer - TB

FIND, the global alliance for diagnostics, seeks to ensure equitable access to reliable diagnosis around the world. We connect countries and communities, funders, decisionmakers, healthcare providers and developers to spur diagnostic innovation and make testing an integral part of sustainable, resilient health systems. We are working to save 1 million lives through accessible, quality diagnosis, and save US$1 billion in healthcare costs to patients and health systems. We are co-convener of the Access to COVID-19 Tools (ACT) Accelerator diagnostics pillar, and a WHO Collaborating Centre for Laboratory Strengthening and Diagnostic Technology Evaluation. For more information, please visit www.finddx.org.

Location: Geneva, FIND headquarters

Reporting to: Head/Deputy head of TB

Your mission/Position objective:

You will be involved in the planning and execution of clinical trial projects in accordance with ICH GCP/GCLP Guidelines and other applicable regulatory requirements. You will help develop and maintain quality tracking systems, manage the Trial Master Files and essential documents and work with teams to help them achieve a level of compliance appropriate for their project.

Your responsibilities/Job description:

- Ensure that projects and clinical trials are implemented in compliance with applicable regulations and GCP, internal policies incl. ISO quality standards, Standard Operating Procedures and project-management best practices, as well as specific donor requirements.
- Develop a RACI matrix for clinical projects, identifying work packages and associated deliverables and defining quality acceptance criterion, with particular focus on start-up activities
- Develop, Review and provide feedback on clinical protocols from the perspective of optimization, suitability and logistics
- Develop, Review and provide feedback on Informed Consent Forms/Assent Forms
- Conducting feasibility assessments and site evaluations and participating in investigational site selection activities
- Setting up and maintaining Trial Master Files for clinical trials as well as helping sites establish Investigational Site Files
- Developing tools, templates, checklists and forms which enable teams to run clinical projects most efficiently
- Developing Risk Based Monitoring Plans tailored to individual trials taking into consideration various monitoring approaches (on-site, remote, central), resourcing and budget
- Liaising with Data Management and Biostatistics in the development of case report forms, range/edit checks, query management
- Conducting various types of monitoring visits as needed (SIV, routine, close-out), writing monitoring reports and following up with sites to resolve action items
• Building capacity at investigational sites, providing ongoing training and monitoring (including travel to sites) to review study progress, ensure protocol compliance and data integrity
• Reviewing clinical data for trends, performing pre-defining QC checks and notifying the PM if there are issues with data quality
• Supporting the maintenance of the Quality Management System, populating quality information in the tracking systems (e.g. CAPA reports), identifying missing information and following up with process owners
• Prepare project reports for review during TB project management meetings and other relevant reviews, as required by the project management unit
• Regularly updating supervisor and disease programmes on the progress and difficulties experienced
• Supporting the access team with operational research
• Writing and supporting the writing of publications and scientific presentations (incl. travel for presentations)
• Establish/maintain and manage links with academic institutions, industry partners and other institutions (incl. travel for meetings with partners)

Qualifications:
• Strong scientific background in epidemiology and/or clinical trials. A good technical understanding of diagnostics would be an asset.
• Relevant experience in clinical trial planning, execution and monitoring, preferably diagnostics trials.
• Knowledge of GXP (GCP, GLP and GCLP) guidelines and practical application in the field.
• Familiarity with Risk Based Monitoring approaches.
• A clear understanding of TB and related public health issues. A good understanding of other infectious disease would be an added benefit.
• Relevant experience working in low and middle-income countries.
• Ability to work without close supervision as well as to work under pressure and meet tight timelines on a result-oriented basis. Strong project management skills will be required.

Soft skills
• Willingness to expand knowledge base and learn new tasks.
• Work well in teams of multi-cultural backgrounds; effective communication.
• Superior problem-solving skills.
• Represent the FIND strategy and goal of being an honest, transparent broker in the global health field.
• Interpersonal, written and verbal communication skills. Team oriented. And a strong sense of humor.
• Fluent in English. Working knowledge of French would be an asset.
• Willingness to travel up to 25%
To apply
Please send your application to hr@finddx.org by 14 June 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?

A confirmation of 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 is dedicated to building an inclusive workforce where diversity is valued. FIND is an equal opportunity employer. Every qualified applicant will be considered for employment. FIND does not discriminate based on race, colour, religion, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, pregnancy, disability status, political ideology, military status, or any other attribute protected by applicable law.