

GERIATRIC EDUCATION & RESEARCH INSTITUTE
JOB DESCRIPTION

JOB TITLE : Assistant Manager (Research)
DEPT/SECTION : GERI/Research Admin (Support)

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (90%)

1. Provide support to the project team across the various phases of the project
2. Coordinates meetings and timelines with PI, collaborators, study team members and stakeholders
3. Prepare project budget, support claim submission, track budget utilization and project cash utilization.
4. Prepares submission to ethics board and address relevant queries from IRB analysts.
5. Prepares study documents and materials as required by the Project.
6. Facilitate discussion with relevant stakeholders regarding data flow and data governance related issues for the project
7. Help to prepare and maintain study files, complete study documentation in accordance with necessary guidelines.
8. Assists in procurement of study supplies or services
9. Ensures research team has necessary software and tools needed for analysis.
10. Assist in drafting of documents to be submitted to funder and other relevant agencies.

(B) GENERAL (10%)

1. Participate as an active member to the Research Administration Group
 2. Assume additional responsibilities as assigned
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JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

- Bachelor's Degree or higher, with preference for demonstrated interest and/or experience in research
- Experience and understanding of healthcare research, possess managerial skills and experience in a healthcare research environment
- Possess sound judgment, decision-making and problem-solving skills
- Good project management potential
- Good communication and interpersonal skills

(B) SPECIALISED TRAINING & EXPERIENCE

- ❑ Experience and understanding of local healthcare sector and research advances in the area of Public/ Population health
 - ❑ Research experience with knowledge in the field of Health Services and Outcomes Research
 - ❑ Experience regarding licenses, agreements, permissions and other administrative requirements needed for the successful realization and translation of projects in Public Health;
 - ❑ Academia-Industry experience which is more relevant to contracting and project execution;
 - ❑ Experience in grant writing and the peer reviewed publications in the Healthcare sector is preferable but not necessary
 - ❑ Experience in healthcare policy is preferable but not necessary
 - ❑ Knowledge of research program management is necessary
 - ❑ Knowledge of research governance and ethics preferred but not necessary
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