

**GERIATRIC EDUCATION & RESEARCH INSTITUTE**  
**JOB DESCRIPTION**

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**JOB TITLE** : Senior / Executive  
**DEPT/SECTION** : GERI/Research Admin (Support)

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**MAJOR DUTIES AND RESPONSIBILITIES**

**(A) SPECIFIC (90%)**

1. Provide support to the project team across the various phases of the project - Kick-off, Planning, Implementation, and Reporting phases
2. Coordinates meetings and timelines with PI, collaborators, study team members and stakeholders, and maintains effective and ongoing communication with PI, collaborators, study team members and stakeholders during the course of the study.
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. These study materials include, but are not limited to, research collaboration agreement (RCA), project agreements (PA), informed consent document (ICF), case report forms, enrollment logs, and drug/device accountability logs etc.
6. Facilitate discussion with relevant stakeholders regarding data flow and data governance related issues for the project, including obtaining approvals from all data owners
7. Help to prepare and maintain study files, complete study documentation in accordance with funder/ sponsor requirements, IRB requirements, regulatory requirements and Institutional policies including, but not limited to, consent forms, source documentation, narrative notes if applicable, case report forms, and investigational material accountability forms.
8. Assists in procurement of study supplies or services eg vendor services, and study vouchers, through working with researchers on procurement specifications
9. Ensures research team has necessary software and tools needed for analysis.
10. Assist in drafting of documents eg reports (interim and final), manuscripts and editorials etc, to be submitted to funder and other relevant agencies.

**(B) GENERAL (10%)**

1. Participate as an active member and technical advisor 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, 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 preferred but not necessary
  - ❑ 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
  - ❑ Knowledge of research governance and ethics preferred but not necessary
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