ACE RESEARCH
Advancing Global Health Research

Africa Clinical Research Management Ltd
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CLINICAL TRIALS ASSISTANT

SUMMARY OF POSITION

This is an entry level position to prepare you by developing your Clinical Research skills through interactive discussions / hands on job-related exercises and practicums. We offer an opportunity to work within a team of therapeutic and regulatory experts, and join a defined CRA promotion and growth ladder with potential for mentoring and management advancements.

PURPOSE

Provide administrative support to clinical projects under direction of senior CRAs, line manager and/or other designated clinical team members, and to assist with general administrative functions as required.

RESPONSIBILITIES

- Assist Clinical Research Associates (CRAs)/clinical team on Regulatory and Start-Up by accurately updating and maintaining clinical systems that track site compliance and performance within defined project timelines.
- Assist the clinical team in the preparation, handling, distribution, filing, and archiving of clinical documentation and reports according to the scope of work and standard operating procedures.
- Assist with periodic review of study files for completeness.
- Assist CRAs and clinical study team with preparation, handling and distribution of Clinical Trial Supplies and maintenance of tracking information.
- Assist with the tracking and management of Case Report Forms (CRFs), queries and clinical data flow.
- Act as a central contact for the clinical team for designated project communications, correspondence and associated documentation.
- May accompany CRAs on site visits to assist with clinical monitoring duties upon completion of required training and with required approval.

PHYSICAL REQUIREMENTS

- Extensive use of telephone and face-to-face interactions, which require accurate perception of speech
- Extensive use of keyboard requiring repetitive motion of fingers.
- Extensive use of telephone and face-to-face communication requiring accurate perception of speech.
- Regular sitting for extended periods of time.
- Occasional travel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Awareness of applicable clinical research regulatory requirements; i.e., Good Clinical Practice (GCP) and International Conference on Harmonization (ICH) guidelines
- Computer skills including working knowledge of Microsoft Word, Excel and PowerPoint
- Good written and verbal communication skills including good command of English language
- Effective time management and organizational skills
- Knowledge of applicable protocol requirements as provided in company training
- Ability to establish and maintain effective working relationships with coworkers, managers and clients

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Must have a minimum of Diploma/ Bachelor's degree in a health or science related field, or Professional Healthcare Licensure with at least 3 years of experience, or country's educational equivalent and 3 years administrative support experience; or equivalent combination of education, training and experience.

All applications should be through the Career Email address

at careers@aceresearchafrica.com to be received on or before 18th August 2017

The above information on this description is designed to indicate the general nature and level of work performed by employees within this classification, and is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.