

Job Title – Project Administrator - ACESO, LIBR

Job Purpose

The Project Administrator is responsible for the management and assisting in the direction of the study at the Liberian Institute for Biomedical Research (LIBR). The Project Administrator will handle a number of functions involved in the continued operations of an enterprise. The Project Administrator will perform tasks necessary to keep the project running smoothly, such as records keeping, oversight of reporting and data collection, resource coordination, scheduling, and ensuring compliance with government and safety regulations.

The Austere environments Consortium for Enhanced Sepsis Outcomes, ACESO, aims to improve survival for patients with sepsis in resource-limited settings through early recognition, diagnosis and evidence-based clinical management. The program aims to identify host-response-based markers that can predict whether a patient will have a severe clinical course or differentiate patients with a bacterial infection from patients with a viral infection. The program's other focus is to inform and develop clinical management guidelines for treating patients with sepsis in austere settings. The study will be run at the Phebe Hospital and School of Nursing in Bong County, Kolahun Hospital in Lofa County and LIBR in Margibi County

Primary Duties and Responsibilities

- Ensure study compliance & performance
- Review/monitor reports from hospitals, payroll, etc.
- Oversee study development, study initiation and the financial and administrative management of the entire study to ensure it complies with the best general accounting practices, USG and all applicable regulations in Liberia.
- Assist in public relations efforts. Address and answer all business, ethical and other administrative management questions

Qualifications

- A Master's degree or a minimum of 5 years experience in an administrative role
- Experience in the management of a USG-funded project and the related rules and regulation
- Knowledge of business and legal topics related to clinical research, regulatory guidelines and ethics is a plus.
- Operational, budgeting, planning, analytical and interpersonal skill are a must
- Time management, supervisory, computer, leadership and records management skills required
- Requires effective writing and communication. Experience with Microsoft Word and Excel
- Collaborator, team player, action oriented, innovator and problem solver.

How to Apply:

The position is based at the Liberian Institute for Biomedical Research (LIBR), Charlesville, Margibi County, Liberia. Equal employment opportunity. Salary and benefit package commensurate to qualifications and experience. Clearly indicate the job title and reference number as subject line in your letter of application with your curriculum vitae, relevant credentials, expected salary and statement of interest attached. Send your application to info@africabioenterprises.com. Deadline for submission of applications is .