

**Company:** Africabio Enterprises, Inc.

**Job Title:** Project Manager

**Reports to:** Project Director – JWARG-MHRP      **Date Prepared:** 7/01/17  
**Department:** \_\_\_\_\_      **Status:** Employee  
**Supervisory Position:**  Yes  No      **Incumbent:** N/A

---

### **Position Summary:**

The Project Manager will handle a number of functions involved in the oversight and management of a specific set of activities. The Project Manager will perform tasks such as management and oversight of budgets, records keeping, reporting and data collection, implementation of process and systems, technical execution, resource coordination, scheduling, and ensuring compliance with government and safety regulations.

### **Essential Duties & Responsibilities:**

#### **Technical Oversight**

- Management of all aspects of designated project activities and human resources.
- Coordination of local board reviews, participation in protocol training activities, and the development of project databases.
- Adaptation of Standard Operating Procedures (SOPs).
- Oversight in all laboratory work to ensure optimal level of functionality as necessary (project specific).
- Oversight of onsite laboratory supervisor and teams who will ensure day to day compliance with the SOPs.
- Monitor and coordinate study implementation at all sites, including adherence to SOPs and supply inventory.
- Ensure quality assurance measures throughout the project by developing tools to monitor quality of work.
- Provide team with resources to carry out duties and conduct evaluation of team.
- Travel as necessary. Multiple travel may be necessary depending on the activity.
- Create an EQA Scheme to periodically measure performance in execution of protocols.
- Create a supply management system and procedure for each site.

#### **Administrative Duties**

- Attend high-level in-country meetings to provide observational debrief reports.
- Coordinate weekly project meetings.
- Execute and coordinate training and workshops
- Create work plan and provide direct oversight to ensure targets are met.
- Management of coordination and logistics support for any training activities.
- Utilize project management tools to monitor timeliness, budget and people.
- Create newsletter articles and website content on relevant topics as necessary.
- Ensure project files are organized and saved electronically to Africabio Enterprises, Inc.

## JOB DESCRIPTION CONTINUED

---

- Create and manage relationships for procurement of supplies and research appropriate vendors, and procurement software.
- Finalize weekly and monthly reports

### **Financial Responsibilities (if applicable):**

- Yes – Preferred candidate will have worked with USG funded entities

### **Supervisory Responsibilities (if applicable):**

- Yes

### **Qualifications/Minimum Requirements:**

- Experience in the management of a USG-funded project and the related rules and regulation preferred
- Masters-level or at least 10years of experience as an administrator or as a scientific/clinical supervisor preferred
- Supervisory, budgeting, planning, analytical and customer service skills are mandatory
- Computer, records management, effective writing and communication skills are mandatory
- Experience with Microsoft Word and Excel
- Works independently

### **Essential Physical Requirements:**

- Ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 5-10- pounds.

**Essential Equipment:** This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ideal candidate will be computer literate, able to use Microsoft Office suite, Internet and Email.

### **Special Requirements (Please list such as overnight travel, training or certification that must be completed after employment begins, etc.):**

- Regional and International travel required

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

### **How to Apply:**

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](mailto:info@africabioenterprises.com). Deadline for submission of applications is September 29, 2017.