

Vacancy for a Project Manager

The Viral Surveillance Research Team at the Nigerian Institute of Medical Research (NIMR), Lagos is currently looking for a dynamic team player with excellent skills and experience in scientific research to fill an exciting new position as a Project Manager. Our lab is an interdisciplinary research team dedicated to bringing together community, academic, clinical, and policy partners to find and implement new and better options for the surveillance, diagnosis, treatment and prevention of viral infections. We are housed within the Center for Human Virology and Genomics, Microbiology Department of NIMR and conduct viral surveillance research in different states within the country.

Since October 2022, this research team has been involved in an exciting body of work on monkeypox (MPX) infection. The Project Manager will lead the coordination of multiple observational and laboratory-based studies, including the Monkeypox Prospective Observational Cohort Study (MPOCS); sub studies in the fields of genomics, serology and immunology; and other field works. The Manager will play an important role in preparing key scientific documents, training/supervising multiple research staff, supporting team members in fulfilling their duties (including conducting study visits) and preparation of knowledge translation outputs. These tasks require excellent project management, interpersonal communication, organizational and leadership skills. Meticulous attention to detail is essential. Because our project involves disadvantaged populations including gay, bisexual and other men who have sex with men (MSM), and other equity-seeking groups, the ideal candidate must have demonstrated familiarity and comfort working with these populations.

Duties & Responsibilities:

Administrative activities

- Developing and authorizing research study budgets and payment schedules
- Generating personnel and payroll reports
- Scheduling functions such that staffing is maintained at optimal levels (including daily, vacation, and sick leave)

Research activities

- Supporting research staff in conducting study visits (participant interviews and assessments, collection of biological specimens including phlebotomy, documentation)
- Contributing to grant-writing and co-ordination of the grant submission process
- Preparing study documents including protocols, consent forms, Research Ethics Board applications and training materials
- Integrating emerging research findings into ongoing work
- Contributing to knowledge translation outputs including scientific abstracts, manuscripts and community-facing reports

Managerial activities

- Training and providing day to day guidance to Research Assistants, Coordinators and students at multiple levels of training
- Developing and implementing policies, procedures and standards for the research program
- Negotiating terms of financing with outside parties (hospital and industry based)
- Negotiating research agreements and strategic alliances with outside parties
- Approving allocation of funds for unfunded research projects presented to research program
- Reviewing confidentiality statements, legal disclosures, and legal documents
- Managing research group meetings
- Participating in material management, inventory management, safety management, and quality assurance

Qualifications

- Master's Degree or equivalent work experience
- Minimum 2 years of experience in medical research
- Familiarity with phlebotomy or willingness to learn
- Excellent attention to detail and proven ability to learn new skills
- Superior organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload
- Professionalism and self-motivation
- Excellent computer skills (Microsoft Word, Excel, Powerpoint and internet skills a minimum)
- Comfort working with gay, bisexual and other MSM and other equity-seeking groups
- Demonstrated ability to work both independently and as part of a team
- Excellent interpersonal skills including written and verbal English communication
- Live within Lagos Mainland metropolis

TO APPLY:

- Submit an application with copies of your credentials and CV to rosemaryaudu@nimr.gov.ng
- Application deadline: NOVEMBER 28, 2022

Shortlisted candidates will be invited for interview within a week of application deadline

