Job Description

Position	Field and Clinical Coordinator
Unit	Vector Borne Diseases
Reporting To	Study PrincipalInvestigators

Scope of Position (Short paragraph describing the main aspects of the role)

This position is part of a team within the Vector Borne Disease Unit who will be implementing a program of research work on COVID-19. The staff member will work under the supervision of the projectinvestigators and will be responsible for the research activities planning, leading and supervising the implementation of the research activities as directed by the Principal Investigators and endorsed by Deputy Director of Science.

Position Requirements (List of main responsibilities and the outcomes/standardsrequired)

Main Responsibilities	Required Outcomes
1. Provide day-to-day oversight and management of the research activities	• Activities are well planned and executed in a timely manner
2. Supervise the field team	• Field team are well supported with resources and information to carry out their duties. • Complete and accurate data is collected, • Data collection is completed within the given timeframe
3. Collect clinical and research data from research participants	• Complete and accurate data is collected, • Data collection is completed within the given timeframe
4. Conduct daily quality checks of the collected data to • Check through the collected data to ensure data collected is accurate and complete. • Identify data queries and raise them with appropriate field/clinical staff • Liaise with data management team to correct data queries in a timely manner	Minimal to zero data queries
5. Provide clinical care to study participants and patients when required	Be flexible to provide clinical care when called for.
6. Implement and enforce proper research data collection methods	As per SOP and GCP guidelines
7. Ensure proper storage of all hard copies of	Proper storage of hard copies as well as digital

research documents	uploading of data must be maintained
8. Establish and maintain strong working relationship between the research team and the participating facility staff, relevant health stakeholders including the provincial health authority and the community at large	
9. Maintain regular and effective communications with the study investigators with updates of the research activities	
10. Ensures all due processes and ethical requirements of the study are adhered to	
11. Ensure adequate stocks of all consumables are available to field and laboratory teams	
12. Attend and participate in IMR/facility and relevant stakeholder meetings when required	Important to ensure project needs and PHA/facility requirements are aligned at all times
13. Participate in research data cleaning, analysis, reporting and report writing	Accurate and timely reports are available to appropriate parties including management, other units and sections, and funding bodies
14. Contribute to publishing research work in appropriate peer reviewed journals when required	Information on research undertaken, is distributed to peers through the regular publishing of material in appropriate journals
15. Keep up to date on all current information relevant to work undertaken	Researchers are aware of all relevant information to their research.
16. Prepared to undertake further training if required	Staff maintains required level of proficiency and qualifications required by the organisation.
17. Maintain very good attendance to work and be punctual at work	In the case of TOIL and annual leave appropriate forms are completed. Immediate supervisor is notified prior to staff being absent from work (both in the office and field). In the case of illness, inform supervisor via phone.
18. Comply with IMR's Research Code of Conduct and Good Clinical Practice System for research	Research is undertaken in accordance with Good Clinical Practice Guidelines
19. Comply at all times with IMR's policies and procedures including best practice guidelines for occupational health and safety in the workplace	Adherence to IMR's policy and best practice guidelines OHS This includes the safe handling and disposal of biological hazardous material and instruments.
20. Other duties as required	Always adhere to other duties as required by the project or IMR.

Essential Criteria:

- Current Registration as Health Extension Officer
- Bachelor's degree in health science (HEO)
- Excellent ability to speak, write and understand English and Tok Pisin
- Ability to work independently and with limited supervision
- Applicant must be based in Port Moresby