

Job specifications

- **Post:** Research Project Co-ordinator and Data Manager, **1 post is available.**
- **Organisation employed at:** KEM Hospital Research Centre (KEMHRC), Pune, Maharashtra, India.
- **Project Sponsored by:** QR GCRF Scheme, University of Surrey, United Kingdom.
- **Duration:** Fixed term post, maximum 6 months, start date 1st February 2021 (mandatory).
- **Job location:** KEM Hospital and Research Centre, 489, Sardar Mudaliar Rd, Rasta Peth, Pune, Maharashtra 411011, India.
- **Reporting to**
 1. Prof Chittaranjan Yajnik, Director, Diabetes Unit, KEM Hospital Research Centre, Pune.
 2. Dr Anand Ahankari, Lecturer (Assistant Professor), Faculty of Health and Medical Sciences, University of Surrey, Guildford, UK (primary line manager).

I) Main duties and responsibilities

- To oversee the Maharashtra Anaemia Study Phase 3 (**MAS 3**) research project and database development activity at the KEMHRC Pune. This is a full-time office-based role with NO field travel.
- To act as a point of contact for the UK and India team/partner, daily project monitoring, share any challenges, solve technical and non-technical issues in support and advice from the 2 line managers to achieve project deliverables in given timeframe.
- To prepare relevant project materials (such as data progress reports, power point presentations for monthly meetings etc.) and other documents needed for the research monitoring; ensuring these are ready in a timely manner and are 100% accurate.
- To oversee the smooth running of the research project by coordinating the team of staff that work on database development task, and also monitor an overall progress on a daily basis.
- To produce periodic reports (weekly progress report). This may include presenting information and drawing conclusions, for example identifying trends and problems.
- To regularly monitor and check the quality of the data entered by the staff (data/research assistants); ensuring recorded/entered data are accurate and is maintained to a high standard.
- To coordinate with blood investigations conducted in the KEMHRC's laboratory and ensure data entry of lab results into the MAS 3 database.
- To assist in the production of the project deliverables including but not limited to progress report, budget, and periodic review such as Gantt chart.
- To supervise a team of around 6 staff, ensuring day to day tasks are completed and participate in all necessary/offered skills development trainings.
- To answer any queries and resolve problems to ensure project staff are supported to work as required.
- Additional tasks as required to support the project objectives and deliverables.

II) Candidate details

a. Qualifications and Requirements

- Educated to an undergraduate degree as a minimum requirement with substantial work experience, or postgraduate qualification (preferred) with some formal work experience.
- Education background in health research subject or other appropriate education is required.
- Due to the nature and requirements of the project, it is mandatory prerequisite to be able to read, write and speak in English and Marathi languages. Understanding of both languages is necessary.
- Candidate must be able to work in India without any special provisions such as work visa, or any other work permit.

b. Experience

- Experience of using Microsoft Office (Word, Excel, Power Point) and other tools such as but not limited to Email communication, Dropbox, Skype, zoom to conduct meetings.
- High level of computer literacy is MUST.
- Experience in coordinating projects and managing a team are required.
- Aware about research data confidentiality, ethics and quality control processes. Additional trainings will be provided.

c. Skills

- Good written communication skills, with the ability to communicate with a number of project partners.
- Good presentation skills, and language skills- English and Marathi.
- Good leadership and organisational skills, with the ability to work to tight deadlines.
- Good attention to detail, and ability to develop report formats, documentation in English.
- The ability to work autonomously, whilst managing the workload of others.

d. Benefits

- Gain project management experience.
- Gain experience of working in the health research sector having international project partners.
- Competitive salary and work flexibility.

How to apply

- If you wish to apply, please share your detailed CV (maximum 3 pages permitted), with a cover letter (maximum 2 pages permitted).
- Cover letter should evidence your existing skills to perform listed **main duties and responsibilities** along with stating how you meet all listed **candidate details**.
- All documents should be in font size 11, Arial font. **Application must be submitted in English**. Please include your contact details in the CV (email and phone number).
- **Email the suggested two documents as a single PDF attachment to** the following three email addresses at the same time.

Email

TO diabetes@kemdiabetes.org and research@kemhrpcune.org

CC rasikaladkat@hotmail.com

Email subject line '**Application for the GCRF MAS 3 Research Project Co-ordinator and Data Manager Post**'.

Only shortlisted candidates will be contacted for the next stage.

Applications will be entertained (accepted for assessment) until the post is filled. Apply as soon as possible. Earliest start date will be 1st February 2021.