Job Description / Role Profile

Role	Research Officer
Location	BRAIN CAMEROON
Reports to	Director of Operations & Research
Contract Type	Full-Time, Permanent
Start Date	Immediate or as required

Role Purpose

The Clinical Research Officer (CRO) at BRAIN CAMEROON will be responsible for coordinating, managing, and supporting clinical research projects. The role involves working with interdisciplinary teams, research participants, and sponsors to ensure clinical trials are conducted in compliance with regulatory standards and project timelines. The CRO will play a key role in the management of data collection, analysis, and reporting of research outcomes, ensuring the ethical conduct of studies. This role requires a dedicated individual who is passionate about advancing clinical research in the African context. The ideal candidate will have strong technical skills, excellent communication abilities, and the leadership potential to drive impactful research at BRAIN CAMEROON.

Key Responsibilities and Duties

Research Coordination and Management	**30%**
➢ Coordinate and manage clinical research projects from initiation to close-out, ensuring adherence to timelines, protocols, and ethical guidelines. ➢ Collaborate with investigators, sponsors, and research teams to support the design and implementation of study protocols. ➢ Develop study documents, including case report forms, informed consent forms, and other essential documents.	

Data Collection and Management	**20%**
Oversee the collection and management of clinical data, ensuring its accuracy, completeness, and confidentiality. ➢ Implement and monitor data management systems to ensure data quality and integrity throughout the study. ➢ Prepare data reports for stakeholders, including sponsors and regulatory bodies.	

Regulatory Compliance and Ethics	**20%**
➢ Ensure that all clinical trials are conducted in accordance with national and international ethical guidelines (e.g., **International Council for Harmonisation - Good Clinical Practice**. ICH-GCP). ➢ Prepare and submit documentation for ethical approvals and ongoing reporting to regulatory authorities and ethics committees. ➢ Ensure proper informed consent procedures and the protection of study participants' rights and safety.	

Stakeholder Communication and Reporting	**15%**
➢ Act as the primary contact between research teams, sponsors, and other stakeholders. ➢ Provide regular updates to senior management on the progress of clinical trials. ➢ Prepare and present interim and final reports summarizing research findings and recommendations for further actions..	

Quality Assurance	**5%**
➢ Conduct periodic audits and monitoring visits to ensure research sites comply with protocol and regulatory requirements. ➢ Identify and resolve potential issues or risks in research processes to maintain study quality.	

Training and Capacity Building	**10%**
➢ Train and supervise junior research staff, students, and interns on clinical research protocols and data collection methods. ➢ Organize workshops or seminars for research staff on updates in clinical research practices, ethical conduct, and regulatory changes	

Technical and Behavioral Competencies
Technical Skills: ➢ Strong knowledge of clinical trial regulations, including ICH-GCP guidelines. ➢ Proficiency in clinical trial software and data management tools (e.g., REDCap, EDC systems). ➢ Ability to prepare and review study documents, including protocols, SOPs, and informed consent forms. ➢ Competency in statistical analysis and the use of software such as SPSS, R, or STATA. **Behavioral Skills:**

- **Attention to Detail**: Ability to maintain accuracy and precision in handling data and reporting.
- **Communication**: Excellent written and verbal communication skills, with the ability to communicate complex information to a range of stakeholders.
- **Problem-Solving**: Strong analytical skills to identify challenges and provide workable solutions.
- **Adaptability**: Capable of adjusting to rapidly changing environments, project timelines, and regulatory requirements.
- **Ethical Judgment**: A deep commitment to upholding the highest ethical standards in all aspects of research conduct.

Core Competencies:

- **Project Management**: Proficiency in planning, implementing, and managing clinical trials with attention to timelines and deliverables.
- **Teamwork**: Demonstrated ability to work collaboratively in a multidisciplinary team.
- **Stakeholder Management**: Ability to manage relationships with investigators, sponsors, and external partners effectively.
- **Leadership**: Capacity to mentor and supervise junior staff while fostering a supportive and motivating research environment.

Personal Attributes

- **Collaboration and Teamwork**: Works well within a team-oriented environment, contributing to research activities in a positive and constructive manner.
- **Problem-Solving Skills**: Ability to address data issues and troubleshoot technical challenges as they arise.

Cultural Sensitivity: Respect for diversity and a strong understanding of ethical research practices across cultural contexts.

Person Specification

Education and Qualifications:

- A Bachelor's degree in a health-related field (e.g., medicine, nursing, pharmacy, public health).
- A Master's degree in Clinical Research, Epidemiology, or a related field is preferred.
- Certification in Good Clinical Practice (GCP) is an added advantage.

Experience:

- A minimum of 3 years of experience in clinical research, particularly in managing clinical trials.
- Experience working in low-resource settings, with a strong understanding of health issues in sub-Saharan Africa.
- Experience in the coordination of multi-site studies and knowledge of local regulatory requirements.

Additional Considerations
Unsocial Working Hours ➢ **Flexibility**: This position may require work outside normal hours to meet project deadlines, respond to urgent data requests, or support field data collection. ➢ **Responsive Support**: Able to address urgent queries related to data management or analysis during high-priority research phases. ➢ Ability to work in dynamic and sometimes unpredictable environments. **Travel Requirements** ➢ **Field Site Visits**: Travel to various African field sites as needed to oversee data collection, support research teams, and ensure data quality control in situ. ➢ **Learning and Networking Opportunities**: Attend relevant conferences, training sessions, or workshops to foster professional growth and technical skills.

The duties listed above may be revised and updated to reflect current and or changing practices of the organisation in line with partner, Board and other stakeholder recommendations

Date- Nov 2024

Application

Candidates are invited to submit their CV, a cover letter detailing their interest and qualifications, and any relevant supporting documents by to secretariat@brainafrica.org copying brain.administrator@brainafrica.org

***Subject**: Research Officer Application – BRAIN Cameroon*

Application Deadline: 29 November 2024.