

TOR – Scientific Coordinator – SHINES Research Program
Faculty of Medical Sciences, University of Sri Jayewardenepura, Nugegoda.

1 Background

Sri Lanka has one of the highest proportions of death attributed to cardiovascular disease and the highest percentage of death due to diabetes in South Asia. Sufficiently powerful and detailed prospective epidemiological data represents the biggest impediment to tackle the burden of NCDs in this region. There is, therefore, a clear need in Sri Lanka to establish a well-characterized and large-scale population-based study to: 1) conduct innovative cross-disciplinary research to advance understanding of metabolic and other risk factors in relation to NCDs in Sri Lanka; 2) create a strategic multi-purpose NCD research platform that leave lasting scientific legacies in Sri Lanka; and 3) create a vehicle for capacity development in Sri Lanka.

To address these unmet needs in Sri Lanka, we propose to set up the Strengthening Health research by Improving Non-communicable disease Epidemiology in Sri Lanka study (SHINES). The overall aim of the SHINES study is to conduct a large-scale longitudinal epidemiological investigation on determinants of cardiometabolic and other NCDs in Sri Lanka by recruiting ~30,000 community-dwelling participants over next 3 years. However, in the readiness of the full-scale study and for the purpose of the current application, we will first conduct an initial 12-month feasibility phase, with an aim to recruit ~7000 participants. Therefore, we are seeking an experienced Scientific Study Coordinator to apply their skills to the coordination of the SHINES.

1.1 *Organization and Department:*

University of Sri Jayewardenepura, University of Cambridge

Reporting to: University of Sri Jayewardenepura

2 Job Purpose and Organizational Context

Duties and Responsibilities

2.1 *Technical support to corporate monitoring*

- Provide technical support to collect and report accurate, reliable and coherent data.
- Day-to-day coordination of all aspects of SHINES, including i) recruitment of participants ii) the collection, transport and storage of samples iii) data collection and transfer iv) monitoring budgets and v) monitoring study milestones and deadlines
- Training of SHINES staff; Field research assistance, interviewers and clinic staff
- Provide technical support to the Field research team and reporting compliance and contribute to the maintenance of a database.
- Conduct field supervision and ensure quality of work of the field research team.
- Make quality check on interviewers data collection activities.
- Ensures quality measurements are at a high standard at the SHINES Clinic.
- Ensures the quality of sample collection; blood samples / nail clippings are properly taken, labelled, centrifuged and stored in the deep freezer.
- Abide by the Ethical principles and standards in all study activities.
- Develop capacity on evidence-based monitoring and support knowledge management
- Assist in producing progress updates and reports for funding bodies and the SHINES Management Committees.
- Collaborate with the experts and specialist to improve quality, identify trends and prepare briefs to inform future decision-making processes.

2.2 *Administration:*

- Overall administration of the SHINES Clinic.
- Plans and monitors the progress of activities in collaboration with the Principal Investigators in Sri Lanka and Cambridge UK
- Ensures smooth transport of the blood samples/ nail clippings under sterile conditions to Cambridge
- Delegate the Clinic work among Nurses, phlebotomists and clinic assistants
- Oversee the logistics and supply chain for smooth function of the clinic
- Organizing meetings with the local and international collaborators
- In collaboration with the administrative team, plans and monitors expenditures in line with the projects' implementation needs.
- Ensure the clinic equipment are kept in optimum functional capacity with regular maintenance and servicing and standardization.
- Monitor the usage of funds and ensure confinement to the university finance regulations and the Budget line.
- Performs any other assignment delegated by the project team as requested.

3 Competencies

Innovation

Ability to make new and useful ideas work and Adapt with complex concepts and challenges convention purposefully

Leadership

Ability to persuade others to Generates commitment, excitement and excellence in others

People Management

Ability to improve performance and satisfaction and Models independent thinking and action

Communication

Ability to listen, adapt, persuade and transform, Synthesizes information to communicate independent analysis

Delivery

Ability to get things done while exercising good judgement , Meets goals and quality criteria for delivery of products or services

Quality Assurance

Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled.

Relationship Management

Ability to engage and foster strategic partnerships with other parties, inter-agency coordination and forge productive working relationships.

4 Required Basic knowledge, Skills and Experience

- **Education:** Should have a MBBS from a Medical institute, which is recognized by Sri Lanka Medical Council.
Having a Bachelor's degree in relevant scientific field (Bio Science / Applied Science / Medical Science / Public health) is an advantage.
- Knowledge of general principles of good clinical/research practice
- Minimum 02 years' experience in community based research project or in the related sector
- Experience managing complex projects with diverse and spread out terms, knowledge of best practices
- Familiarity with University environment
- Project management and budget monitoring experience
- Proven ability to prioritize tasks and meet deadlines
- Team player, effective communicator, successful negotiator, creative and analytical thinker
- Proven commitment to accountability practices
- Ability to function effectively under stressful conditions such as heavy workloads and deadlines
- Excellent Microsoft office application skills (Excel, word, power point, emails, skype etc)

5 Language Requirements:

- Excellent in Sinhala and English both oral and written. Ability to communicate in Tamil is an advantage.

6 Contract Time Line and Remuneration

- One year from 1st September 2018, and extendable to another two years based on the performance during the initial year.
- At the completion of the above contract, successful candidate will be offered a capacity building training at the University of Cambridge to further their career.
- All inclusive net Annual salary—120,000/- X 12 (Months)

7 Application Deadline and Contact Details :

Interested applicants could email their CV on or before 15th of September 2018 , with a cover letter to sampatha4@yahoo.co.uk or indra.wegan@gmail.com or mail under registered post to Dr. Sampatha Goonewardena, Senior Lecturer, Department of Community Medicine, University of Sri Jayawardanepura, Gangodawila ,Nugegoda.

(Contact: 077 7350705 Dr. Sampatha Gunawardane for more clarifications)