

## Clinical Trial Network- Project Manager

**The European Cystic Fibrosis Society - Clinical Trial Network (ECFS-CTN) wants to appoint a Project Manager. The ECFS-CTN is a network of independent specialist Cystic Fibrosis Centres across Europe who have voluntarily formed an alliance to improve the outcome of patients with cystic fibrosis (CF). The aim of the ECFS-CTN is to intensify clinical research in terms of quality and quantity to ensure people with CF have access to effective treatment as quickly as possible.**

**The coordinating centre of the ECFS-CTN is located in Leuven, at the University Hospital Leuven, and is currently staffed by 1 coordinator, 2 part-time assistants, a Standardisation coordinator (located in Belfast) and a Quality Manager (located in Montpellier).**

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**The Project Manager will be involved in the day to day functioning of the network and will work in close collaboration with the ECFS CTN Executive Coordinator. His/her role and required skills will include:**

### **Expert communication**

- Effectively communicate with network partners such as investigators, pharma industry, patient organizations
- Intermediator between clinical sites and pharmaceutical industry
- Write reports, newsletters, website content

### **Administration and Finance**

Manage and update file repositories and databases in conjunction with secretarial support

- Work with funding agencies, find and obtain funding,
- Coordinate applications
- Help with financial reports and budgets

### **Project Management**

- Log incoming requests from pharmaceutical companies and/or academic researchers
- Set up service agreements with pharmaceutical companies in conjunction with the network Coordinator and Director
- Execute and follow-up on all aspects of agreed services
- Manage Horizon 2020 and other externally funded projects
- Ensure agreed timelines are being respected

### **Ethical/Legal management/Quality assurance and control**

- Get acquainted with the different European Institutional Review Boards / Research Ethics Committees, European legislation about research in humans
- Good knowledge of Good Clinical Practice Guidelines
- Committed to quality and standardization

### **JOB PROFILE FOR THE Project Manager**

- University degree or equivalent training
- Positive problem solving attitude and team worker
- Easy communicator interested in international networking; fluent in English, oral and written
- Management and organisational skills
- Good computer skills: Word, Excel, PowerPoint, Access, and Management programs
- Understanding of the pharmaceutical industry and of ethical issues involving research in adults and children
- Experience in the health care arena and Clinical Trials
- Training and willing to get experience in Good Clinical Practice is an asset
- Occasional (limited) traveling required



### **WHAT WE OFFER**

- A full time contract of one year, that could be prolonged
- A challenging job in a stimulating environment
- A job that makes a difference
- A job with an international flavour

Please send curriculum vitae and cover letter to:

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