



# JOB OPPORTUNITY

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## **Assistant Research Project Manager (ARPM)**

Yaounde, Cameroon

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**Application closing:** 15<sup>th</sup> February 2025

**Start Date:** As soon as possible

**Job Reference:** ARPM001/CRENC-IeDEA/02-2025

**Location:** Yaoundé, Cameroon

**Salary:** Competitive

**Terms:** Full Time

**Closing Date:** 15<sup>th</sup> February 2025

**Expected start date:** As soon as possible

**Liaises With:** CRENC-IeDEA Research Director, Principal Investigator / Chair-CRENC

### **About CRENC-IeDEA**

Clinical Research Education Networking and Consultancy (CRENC) is a leading Cameroon-based research organization dedicated to achieving excellence in medical and public health research through innovation and collaboration. CRENC implements a range of impactful projects, including the Central Africa - International Epidemiology Database to Evaluate AIDS (IeDEA) study and its sub-studies. For more information, visit [www.crenc.org](http://www.crenc.org) and [www.ca-iedea.org](http://www.ca-iedea.org).

### **Purpose of job**

The Assistant Research Project Manager (ARPM) will provide critical support to the Director of Research and Principal Investigator in achieving the specific goals of the IeDEA study and CRENC's overarching objectives. The ARPM will primarily assist in ensuring efficient planning, monitoring, and coordination of research activities while upholding CRENC's core principles and approved study protocols.

### **Main Duties and Responsibilities:**

- Assist in the planning, monitoring, and coordination of research activities.
- Ensure timely protocol preparation and submission to Ethics Committees and other regulatory bodies.
- Conduct ethics audits and ensure accurate, timely reporting.
- Oversee data quality checks and ensure adherence to established protocols.
- Contribute to developing and executing SOPs and data standards to guarantee database quality control and compliance with data management policies.
- Identify opportunities for growth and sustainability in research initiatives.
- Support and contribute to CRENC-IeDEA capacity-building initiatives, including organizing and facilitating workshops, e-learning, training sessions, and mentorship programs.
- Assist and report to the Research Director to ensure research and related activities are performed timely and in accordance with set plans, policies, and procedures.
- Keep track of all internal communications, assist in planning meetings, and follow up on resolutions.
- Ensure the smooth running of all plans and activities in the absence of the Research/Program Director.

## Competencies

- **Communication:** Demonstrates excellent verbal and written communication skills. Actively listens, responds appropriately, and tailors communication to diverse audiences. Maintains openness in sharing information.
- **Teamwork:** Proven ability to work collaboratively with colleagues to achieve organizational goals. Values the ideas and expertise of others and supports team decisions.
- **Planning and Organizing:** Exhibits strong organizational skills, develops strategic goals, prioritizes tasks effectively, allocates resources appropriately, and anticipates risks while planning for contingencies.

## Education

MPH, MD, MSc in Epidemiology or Clinical Research, or a related field.

## Work Experience

Demonstrated experience in HIV programs and medical research.

## Languages

Fluency in English and French. Proficiency in oral and written English is required.

## Assessment

Qualified candidates may undergo an assessment exercise, followed by a competency-based interview.

## CRENC Considerations

CRENC shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its head office and projects sites. CRENC is a non-smoking environment.

## No Fee Policy

CRENC does not charge fees at any stage of the recruitment process (application, interview, processing, training, etc.) and does not request bank account details during the recruitment process.

## How to Apply: *CVs should be no more than 4 pages*

To apply for this position, please complete the application form by filling in your details and submitting the required documents through the following link:

<https://forms.gle/hzEGwnjKi7nEZ7Vc7>.

Ensure that your CV is no more than 3 pages and that your motivation letter is either included in the form or uploaded as a PDF. All files should be named using your full name (e.g., *FirstName\_LastName\_CV.pdf* or *FirstName\_LastName\_MotivationLetter.pdf*).

The deadline for submission is **15<sup>th</sup> February 2025**. Only shortlisted candidates will be contacted.