

The Canadian Network on Hepatitis C (CanHepC, www.canhepc.ca) is a collaborative network funded by CIHR and PHAC to establish a continuous pipeline from discovery to implementation to reduce hepatitis C virus (HCV) transmission, cure and improve the quality of life of persons infected with HCV, and to work towards the eradication of HCV infection in Canada. CanHepC includes over 60 investigators and knowledge users from all over Canada as well as a comprehensive training curriculum.

CanHepC is searching for a Project Manager

The project manager will work under the supervision of the nominated principal investigator. Responsibilities include all day-to-day research activities for the Network, including scientific and resource coordination between the research and knowledge translation cores, status tracking, communication, budget management, knowledge translation and communication activities including organization of the annual meeting and symposia. The project manager will be the contact person for members of the Network, especially co-leaders of committees, cores and working groups. He/she will work closely with different teams across Canada. The project manager will also work closely with the training program co-ordinator.

The project manager will facilitate communication and interactions within and between the different research cores, committees and working groups. In close collaboration with research assistants located at different sites, he/she will also assist and coordinate resources and communication tools to facilitate the attainment of our objectives. In close collaboration with the Steering Committee, he/she will promote CanHepC visibility and development and identify new funding opportunities.

The project manager will also assist the principal investigator with preparation and timely transmission of deliverables (financial and scientific reports, liaison with the CIHR staff, the CRCHUM Finance office).

Requirements for the position:

Given the depth, complexity, and the importance of the scientific content of this infrastructure, the following qualifications are sought:

Essential Skills:

- Experience coordinating or managing other large scientific projects
- Strong organizational and communications skills
- Proficient in written and spoken English and French.
- Strong writing skills in both languages
- Knowledge in the infectious disease field
- Knowledge and understanding of the research environment (Academic and funding structures)

- Knowledge and experience in working with multidisciplinary translational research teams
- Flexibility for occasional travel and work outside of business hours

Preferred skills and experiences:

- Clinical research experience (Clinical trials, Quantitative and qualitative methods)

Interested candidates should send their CV and a presentation letter preferably by e-mail to:

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Application deadline: December 6, 2015

Only candidates chosen for an interview will be contacted