L'Institut de Neurosciences Translationnelles (IHU-A-ICM), is recruiting

A Clinical Project Manager (M/F)
Vacant position as soon as possible
CDD contract of 18 months

A Paris 13ème

The IHU-A-ICM Institute is a Foundation for Scientific Cooperation that brings together the scientific and medical expertise of four public partners (AP-HP, CNRS, INSERM and UPMC) and two private partners (ICM and IFRAD). Our mission is to promote and develop new therapeutic strategies, trainings, and discoveries as a means to better treat, slow the progression of and repair the damage caused by diseases of the central nervous system. The IHU-A-ICM is located in the largest hospital in Europe as well as in one of the best universities of France, and its research activities are regrouped at the ICM, a unique environment that houses cutting-edge technological platforms, a start-up incubator and a centre for clinical trials. This environment enables the IHU-A-ICM to attract the best international teams.

POSITION

The institute is recruiting a Clinical Project Manager who will be responsible for planning and managing all aspects of an early development clinical trial. Main objective is to evaluate the safety and effectiveness of pharmaceuticals, medical devices, or in-vitro diagnostic devices.

RESPONSABILITIES

- *responsible for the overall coordination and management of clinical trials from start up through close out activities*
- *Directs the technical, financial and operational aspects of the projects -- thus securing the successful completion of clinical trials*
- *Tracks and reports on the progress of assigned clinical trials including budget and timelines.*
- *Preparation, oversight and review of study related documents*
- *Preparing and submitting Competent Authorities and Ethic Committee Clinical Trial Application*
- *identifying and evaluating fundamental issues on the project, interpret data on complex issues, make good business decisions and ensure solutions are implemented*
- *Ensuring that all staff allocated to assigned projects adheres to professional standards and SOPs established for clinical research.*
- *Leading cross unit coordination both internal and external, inclusive of sub-contractors*
- *Defining and managing project resource needs and establish contingency plans for key resources*
- *Ensuring successful design, implementation, tracking and revision of project plans for assigned projects*
- *Working to ensure that all project deliverables meet the customer's time/quality/cost expectations*
- *Ensuring appropriate communication on project-related matters with the PM Management*
- *Acting as key client contact for assigned projects*
- *Participating in the preparation, review, updating and training of SOPs.*
- *Performing other duties as assigned by management*

PROFILE

SKILLS AND PROFESSIONAL REQUIREMENTS

- *Comprehensive knowledge of ICH-GCP*
- *Displays effective communication skills (listening, oral and written) and can communicate in the English language (oral and written)*
- *Good knowledge of clinical trials regulatory requirements*
- *Organizational skills and proficiency at multi-tasking with good attention to detail*
- *Demonstrated ability to work within multidisciplinary team*
- *The ability to delegate effectively and prioritize own workload*
- *Self-motivated and keen ability to multi-task*
- *Ability to work independently*
- *Good computer skills*
- *Available for domestic and international travel, including overnight stays*

EXPERIENCE

- *PhD, MSc degrees or equivalent experience. Master in Clinical Trials Management would be a plus*
- *PharmD, University/college degree (life science preferred) or certification in a related allied health profession from an appropriately accredited institution (e.g., nursing certification, medical or laboratory technology) or equivalent combination of education and experience that provides the individual with the required knowledge, skills and abilities*
- *Minimum of seven (4) years of clinical pharmaceutical industry or CRO industries experience including demonstrated skills and competency in clinical project management tasks (including participation in regulatory and Ethics committee clinical trial application development and submission*
- *Experience in early phase clinical trials would be a plus*
- *Can demonstrate experience of successfully managing and/or leading multidisciplinary project teams*
- *Experience with Neurosciences is preferred*
- *Experience using project management software*

CV to be sent to: IHU@icm-institute.org
or by mail " HR Department",
Ref «*A Clinical Project Manager (M/F)* »:
IHU-A-ICM - Hôpital Pitié Salpêtrière - 47 Boulevard de l'Hôpital - 75013 Paris