

**Epicentre recruits a Research Administrator (M/F)  
based in Paris – Short Term Contract 12 months**

*Epicentre is a non-profit organization, created in 1986 by Médecins Sans Frontières (MSF) dedicated to research, field epidemiology and training in line with both MSF programmes and Epicentre's Research Centres in Uganda and Niger. Epicentre is a World Health Organization Collaborating Centre.*

*The Department of Intervention epidemiology and training conducts a range of studies including surveys, outbreak investigations, observational cohort studies and evaluations.*

**Under the supervision of the Director of the department, the Research administrator**

- Collaborates to set-up and develop a repository of institutional documents describing Epicentre's resources and capacity to conduct research -such as human resources, past, ongoing and planned research studies in addition to documents needed for GCP compliance.
- Organizes and develops study related documents for submission of research protocols to local and national ERBs, and when needed to regulatory authorities.
- Organizes board and committee meetings.
- Collaborates to annual reports for ERBs, MSF and partners.
- Assures the accurate, quality and timely closeout documents to be submitted to ERBs, MSF and partners.
- Collaborates in proof-reading, copy-editing, formatting and referencing of scientific articles and online journal submission procedures
- Diffuses results to partners and relevant stakeholders

**The research administrator participates in Epicentre and MSF activities**

- Actively participates in Epicentre's and MSF's social mission
- Maintains and nurtures an interest in our collective activities and in the development of the organization as well as our guiding principles with respect to the conduct of research in vulnerable populations

*A position description is attached*

**Profile requirements**

- 5 to 10 years of experience in research administration
- Fluent in French and English (spoken and written) -certification
- Education background in clinical research (Master in science or equivalent)
- Understanding of good clinical and participatory practice and of conduct of research projects
- Previous experience in public health and/or epidemiology is an asset
- Relevant working experience with MSF or with another international NGO (preferably in health sector)
- Excellent organizational and record-keeping skills
- Excellent communication skills, both spoken and written
- Excellent written skills
- Able to be flexible and adapt to a changing environment and tight deadlines
- Ability to meet demanding standards and pay close attention to detail

**Conditions**

Position based in Paris.

Short term contract of 12 months, full time with possibility to evolve in an open-ended position – to fill as soon as possible.

Remuneration according to experience and Epicentre salary grid.

22 extra days-off, health insurance, reimbursement 50% of public transport title, meal voucher.

Applications should be made online, before January 21<sup>st</sup>, 2018 by completing the form available from the following link: <http://epicentre.msf.org/en/job-opening>

If you encounter technical issues to apply, please contact: [recrutement@epicentre.msf.org](mailto:recrutement@epicentre.msf.org).

Only short-listed candidates will be contacted.

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## Job profile

Participates in research work with the epidemiology intervention and training department.

### General Activities

Within the epidemiology intervention and training department, develop documents, writing and management tools for conducting research projects responding to a standardization and quality assurance process.

### Specific research support

In collaboration with other team members:

#### Preparation of protocols

- Reviews protocols and other documents (coherence and conformity) prior to submission to ERBs and MSF
- Facilitates and organizes boards, meetings and committees linked to studies, as well as punctual conference calls with various partners

#### Conduct of research

- Vigilant tracking support and problem resolution for human resources, logistics and laboratory materials, ensuring good communication between MSF, partners and Epicentre staff.
- Coordinates production and diffusion of minutes and periodic report to ERBs, external funders and other partners.
- Participates in proof-reading, copy-editing, formatting of reports and scientific publications (specific formats, references, quotations, etc.)