

SCIENTIFIC PROGRAM MANAGER

NATURE OF WORK

This is professional science administration work for the implementation, coordination and organization of the MAL-ED project that seeks to gain a better understanding of the interactions between enteric infections and malnutrition in children living in resource constrained areas of the world. The project supports human subjects research with newborn and young children at eight field sites in developing countries that comprise the MAL-ED Network (additional details are provided at the end of this document). The work involves providing expert guidance and advice on scientific and operational, including budgetary, aspects of the MAL-ED project activities and serving as the primary interface with collaborating investigators and institutions including with the NIH's Fogarty International Center as well as with US and international academic and other organizations. Work will also involve staffing and assisting in coordination of scientific advisory and technical committees associated with the project and in communications with the project funder. Work will include coordinating with investigators and institutions responsible for related, but separately funded, companion projects that take advantage of the resources, data and biological specimens provided by the MAL-ED project and its network of international sites. Work is bound by standard FNIH office policy, practice and procedures and is performed under the direction of the Deputy Director of FNIH's Science Division who serves as the MAL-ED Principal Investigator.

ESSENTIAL FUNCTIONS

Provides scientific program management for a multicenter network of sites in developing countries engaged in biomedical and epidemiological research on malnutrition and enteric diseases;

Works with collaborating investigators from the US and from the eight developing country sites to prepare plans for and to monitor the results of the clinical studies to understand the interaction between enteric infections and malnutrition in young children;

Oversees the multidisciplinary aspects of the project involving immunology, microbiology and infectious diseases, nutrition and gut physiology as related to growth and development of children living in under resourced areas of the world;

Operationalizes a standardized project infrastructure, including policies, project plans and tools and standard operating procedures, across MAL-ED Network sites;

Manages Memoranda of Understanding (MOUs) with NIH's Fogarty International Center (FIC) and other partners relevant to the conduct of the MAL-ED project;

Works with grants management official to oversee subawards to US and foreign institutions involved in the project and develops and manages subgrant award monitoring and reporting requirements;

Develops timelines, resource plans and budgets for the project as part of the ongoing funding and award process and manages modifications in FNIH and subawardee budgets as needed;

Coordinates with collaborating investigators in the US and at the foreign sites, including participation in field site visits, to ensure compliance with project plans and with agreed upon policies and practices;

Implements and oversees plans for annual meetings of MAL-ED Network and Consortium collaborators and other meetings (*e.g.* advisory, scientific/technical subcommittees) as required;

Manages contracts with external vendors, contractors and consultants in support of MAL-ED project activities;

Implements and manages a Research Consortium Agreement (RCA) that serves as the constitutional framework of policies, principles and practices for the MAL-ED Network project and companion projects that form the MAL-ED Consortium;

Ensures that project activities are managed in compliance with ethical, legal, clinical, and business policies and procedures for the project as determined by project committees and FNIH, and adherence to NIH guidelines where appropriate; coordinates with FNIH Controller/accountants to ensure accurate financial reports;

Creates, negotiates, and continually tracks and manages MAL-ED Project program schedules to ensure project milestones are met, and updates FNIH, NIH, and project sponsor on project progress as appropriate;

Reviews and analyzes scientific and fiscal reports from FIC and from sub-awardees;

Prepares semiannual and annual reports and other reports for submission to the sponsor as required by the terms and conditions of award;

Gives scientific presentations and seminars on the MAL-ED project;

Contributes to and reviews scientific publications arising from the project;

Ensures timely communication (teleconference, written, face to face meetings) with the sponsor as required;

Oversees implementation and updating of MAL-ED website.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. However, work will also require occasional travel to meetings and to field sites where the studies are being conducted.

MINIMUM QUALIFICATIONS

Work requires a doctoral level degree, or an equivalent combination of education and experience, in basic or clinical research, that provides the following knowledge, skills and abilities:

Knowledge or experience in MAL-ED project related disciplines (*e.g.* global health, epidemiology, immunology, parasitology and/or enteric diseases);

Knowledge of scientific process and scientific and/or biomedical research grant making;

Knowledge of policies related to human subjects, animals, and other sensitive issues arising in biomedical research;

Knowledge of design and implementation of effective workflow processes and procedures;

- Ability to multi-task and handle multiple assignments at one time;
- Ability to perform under pressure or within tight deadlines;
- Knowledge and proficiency in Microsoft Office and project management software;
- Ability to manage relationships among diverse scientific, professional and administrative partners;
- Ability to communicate business, philanthropic, and scientific issues with enthusiasm while maintaining awareness, and displaying sensitivity to cultural and personal needs of individuals and groups;
- Ability to demonstrate tact and diplomacy when working with others;
- Ability to develop and maintain a working budget;
- Ability to communicate effectively both orally and in writing;
- Ability to oversee and work effectively with support contractors and consultants;
- Ability to demonstrate initiative and work independently;
- Ability to handle sensitive and confidential information and situations;
- Skill in demonstrating creative and strategic thinking;
- Skill in demonstrating analytical and logistical skills;

Project Description

The Foundation for NIH (FNIH) in collaboration with the NIH's Fogarty International Center (FIC) and a number of investigators and their institutions and organizations in the United States, Africa, Asia and South America have initiated a project to study the etiology, risk factors and interactions of **Malnutrition and Enteric Diseases (MAL-ED)** and the consequences for child health and development. This MAL-ED project consists of a coordinated network of sites in populations with a high prevalence of malnutrition and enteric infections that is carrying out a comprehensive study, using shared and harmonized protocols, to determine factors that impact early childhood health and development. Intensive surveillance of children during the critical early years of life is helping to elucidate some of these complex relationships, leading to more targeted and cost-effective interventions. Specifically, the project is undertaking prospective longitudinal and case-control studies to identify the factors associated with a child's risk of enteric infections, chronic diarrhea, and malnutrition as well as with impaired gut function, reduced vaccine responsiveness and reduced growth and cognitive development. Additional information about the MAL-ED Network can be found on the web at <http://mal-ed.fnih.org/>. Resources including clinical and epidemiological data and biological samples collected as part of the MAL-ED Network project contribute to a series of separately funded but related companion projects involving additional investigators and

institutions. Collectively, the MAL-ED Network project and the companion projects constitute a larger MAL-ED Consortium.