KHYBER MEDICAL UNIVERSITY
PHASE-V, HAYATABAD, Peshawar ☎091-9217258

JOB ANNOUNCEMENT

Khyber Medical University requires the services of the following staff to establish its Clinical Trail Unit (CTU) on fixed pay.

S. No	Post	Eligibility Criteria
1.	**Manager CTU (fixed pay, contract)**	• MBBS OR BDS, Pharm – D, DPT • MPhil/MPH/MSc Epidemiology/MHR • Age group 30-45 years • Preference will be given to GCP certification. • 05 years of relevant experience in the health industry, preferably in clinical research and clinical trial units. • Knowledge and skills in operating the data recording and analysis, e.g., SPSS/STATA/R, is a must • Knowledge of digital/electronic data-capturing platforms • Proficiency in MS OFFICE Description of roles and responsibilities 1. Work with the Principal Investigators and relevant Stakeholders to identify resource implications prior to involvement with trials (budget, timeline, resource utilization) 2. Ensuring all staff have the relevant training, skills, and knowledge for their role. Monitor the quality and completeness of CRFs. Provide practical advice to sites on trial-related matters, including incidence reporting, data queries, organization of source files, monitoring procedures and schedules, and reporting on such matters to the Director of the CTU. 3. Monitor and report participants' recruitment into the trials, identify barriers and implement strategies. 4. Play a leading role in the monitoring and implementation of SOPs, auditing such procedures to ensure that they are fit for purpose and accurately detail all trial processes. 5. Liaise with Trial Steering Committees and Ethics Committees—provision of regular and ad-hoc information to include reports and updates as needed. 6. Plan and support the meetings and work of the various groups and bodies associated with trials. 7. Ensure compliance with Research and Clinical Governance standards: ethics and Good Clinical Practice Guidelines for Research.
2.	**Coordinator CTU (fixed pay, contract)**	1. MBBS OR BDS, Pharm – D, DPT/BSN/Bachelor degree in allied health sciences 2. MPhil/MPH/MSc Epidemiology/MHR 3. Age group 30-45 years 4. Preference will be given to GCP certification 5. 03 years of relevant experience in the health industry, preferably in clinical research. 6. Knowledge and skills in operating the data recording and analysis e.g. SPSS/STATA/R, is a must 7. Knowledge of digital/electronic data-capturing platforms 8. Proficiency in MS OFFICE

		Description of roles and responsibilities 9. The post holder would work within the Clinical Trials Unit's structure under the CTU Manager's direct supervision. The post holder will share/manage the unit's clinical trials administration workload, including financial matters, HR management etc. 10. The role of the clinical trial coordinator is to contribute to the continued delivery of the highest quality research by managing patient data relating to clinical research studies. The post holder will support the research staff in collecting and processing clinical trial data for the current portfolio of clinical trials. In addition, the post holder will assist in preparing for monitoring visits and liaise with principal investigators to ensure timely transfer of data and resolving any data queries. 11. Other responsibilities will include conducting feasibility assessments and creating and maintaining investigator site files and databases of clinical trial activity. 12. The post holder will be expected to develop skills and knowledge for conducting clinical trials in this area. 13. To undertake any task assigned by the CTU Director or Manager.
3.	**Biostatistician CTU (fixed pay, contract)**	• Bachelor's degree in statistics with 3 years of experience OR Masters in statistics/MSc Epidemiology/MHR/MPH. • Age group 30-45 years • Knowledge and skills in operating the data recording and analysis platforms e.g., SPSS/STATA/R, is a must • Knowledge of digital/electronic data-capturing platforms • Proficiency in MS OFFICE **Role and responsibilities** • To work independently in planning day-to-day activities about project deadlines under the project manager's and PI's supervisor. • To write Statistical Analysis Plans and contribute to protocols and other required trial documentation. • To prepare and test randomization lists and conduct or supervise checks on data completeness and accuracy • To liaise with IT staff to ensure the appropriate development and design of the database. • To perform and write reports for interim and final analyses for trial steering, data monitoring committees, and funding bodies. • To undertake all tasks by best practice and standard operating procedures • To assist in preparing papers for submission to peer-reviewed journals • To assist in the preparation of conference abstracts and presentations at local and international events

		• To liaise with statisticians and collaborators on statistical design and analysis for new projects at the application stage and contribute to the writing of grant applications • To continue professional development, such as attending appropriate meetings and conferences. • To undertake appropriate administration tasks to support the project and statistical team working • To maintain an awareness of recent changes in guidelines and clinical trials methodology • To undertake any task assigned by the CTU Director or Manager.