

JOB DESCRIPTION

Position Title	: Projects Manger
Department	: Research
Report to	: Director of Research
Reportee (if any)	: N/A
Location	: University of Puthisastra

I. Position Summary:

The University of Puthisastra (UP) is seeking a full-time Project Manager to lead a high-impact international research collaboration between UP and the Marshall Centre at the University of Western Australia. The role is based in Phnom Penh and will play a central role in the establishment of UP's Biomedicine and Vaccine Innovation Lab (BVI-Lab).

This is a unique opportunity to contribute to a multi-year public health research program with global significance and long-term regional impact.

This position will support the String Test Validation Project, which aims to evaluate a low-cost, non-invasive diagnostic method for detecting *Helicobacter pylori* infection. The project is particularly relevant in Cambodia, where gastric cancer remains a significant public health concern and access to endoscopy is limited.

The string test offers a practical diagnostic alternative that can also support antibiotic resistance profiling, addressing growing concerns around treatment failure. The validation study will be carried out in partnership with the Marshall Centre in Australia and forms part of a broader effort to improve diagnostics, build laboratory capacity, and support early cancer detection in Southeast Asia.

This role is critical to driving the operational, scientific, and stakeholder coordination required to successfully deliver the project and support future growth of the BVI-Lab.

II. Duties and Responsibilities:

The Project Manager will work closely with research teams at UP and UWA, and will be responsible for:

Project Planning and Management
• Lead overall planning and execution of project activities in Cambodia. • Develop and maintain detailed implementation plans, including timelines, risk registers, and stakeholder engagement strategies. • Monitor progress against key milestones and manage adjustments as needed. • Manage project budgets, procurement planning, and resource allocation in line with UP and funder requirements.
Clinical and Laboratory Coordination
• Liaise with partner hospitals and clinics to facilitate participant recruitment and clinical trial activities.

• Support establishment and maintenance of <i>H. pylori</i> culturing systems at UP. • Coordinate the development of a biobank for specimen storage in line with ethical standards. • Ensure SOPs and laboratory documentation are developed and followed.
Stakeholder Engagement and Communication
• Serve as the key contact point between UP, UWA (Marshall Centre), and other collaborating institutions. • Maintain strong relationships with clinical, academic, and industry partners. • Organize and facilitate project meetings, reporting, and documentation for internal and external stakeholders. • Support liaison with Cambodian regulatory bodies and ethics committees.
Ethics, Compliance, and Data Management
• Ensure project activities meet national and international research ethics standards. • Oversee submission processes for ethics review (UP, NECHR, and UWA). • Monitor adherence to data governance protocols and ensure secure data management practices.
Reporting, Dissemination, and Capacity Building
• Prepare regular internal reports and contribute to donor or grant reports as required. • Support preparation of scientific publications and presentations. • Assist in preparing materials for training workshops, public outreach, and academic events. • Contribute to future grant proposals and the strategic development of the Biomedicine and Vaccine Innovation Lab.

III. Minimum Qualifications and Requirements:

1. Experience

- At least 3 years of experience managing biomedical or clinical research projects.
- Demonstrated ability to coordinate multi-stakeholder initiatives with strict timelines.
- Experience working in multicultural or international settings.
- Experience in clinical trial coordination or public health research (preferred).

2. Education

- Bachelor's degree in biomedical science, public health, pharmacy, or a related field.
- A Master's degree in a related discipline is strongly preferred.
- Training or certification in project management or research ethics (desirable).

3. Skills and Competencies

- Strong written and verbal communication skills in English and Khmer.
- High level of organizational and time-management ability.
- Familiarity with ethical guidelines and clinical research standards.
- Ability to work independently and collaboratively across institutions.

4. Contract and Reporting

This is a full-time position based at the University of Puthisastra in Phnom Penh. The successful candidate will report to the Director of Research and work closely with the Faculty of Pharmacy, project investigators, and UWA partners.

Initial contract duration will be 12-months (FDC) aligned with the pilot phase of the project, with potential for extension based on performance and funding availability.