

EORTC promotes multidisciplinary cancer research in Europe. EORTC research is conducted in over 300 university hospitals in 32 countries. Its network of investigators comprises more than 2,500 scientists and clinicians collaborating on a voluntary basis in 19 multidisciplinary groups.

The EORTC research facility based in Brussels has a vacancy for a:

PROJECT MANAGER

The Project Manager is responsible to organize and coordinate all the activities related to the project for which he/she has been assigned as responsible, starting with the protocol writing until final analysis & publication.

The Project Manager is driver of the study team and the main contact person with all involved parties and will be responsible to coordinate and drive the communication between all parties involved through means of:

- Project meetings: internal and/or with the external partners
- Email communication: using clear, structured and adequate language
- Phone conferences: with external partners / Group members

He/she will communicate with sites (investigators, pharmacist, research nurse, etc...) mainly on trial activation, drug logistics, TR, PK, quality issues, site monitoring etc... and prepare all the written instructions and training documentation in order to facilitate their work and ensure patients are treated according to protocol, respecting their safety and with quality data collection and documentation in close collaboration and agreement with the study team members.

He/she ensures defined objectives, milestones and timelines are met within budget and in strict accordance with ICH-GCP and all applicable laws and regulations as well as internal EORTC procedures.

He/she will follow and adapt the plan during the course of the trial and fix clear objectives to the project team.

He/she will ensure proper tracking of all documentation of the study for the Trial master File and be responsible for correct documentation and follow up in case of audits or inspections.

The Project manager will also be involved in contract and budget control such as request for quotations to external partners for samples and drug supplies logistics when applicable, follow up on invoices and tracking of payments to the investigators, helping contract preparation with CROs, intergroups, ...

The PM will inform the other department heads on any issues and the evolution of the trial during bi-monthly meetings and will follow up on any decisions taken. He/she will also keep the timelines updated on a monthly basis in the excel table in order to allow all departments for correct planning of resources.

All Project meetings / TC have to be adequately prepared with standard agenda points following the study step. All Project meetings / TC require adequately written minutes.

The EORTC offers a highly stimulating, professional & friendly atmosphere in an international environment, and an attractive employee benefit package

Please send curriculum vitae and cover letter in English to:

Recruitment - EORTC Headquarters - Avenue E. Mounier 83, bte 11, 1200 Brussels, Belgium
Confidential fax: +32 2 770 78 11 - Email: recruitment@eortc.be