

POSITION: Sr. Officer/Executive

Department	Global Project Management
Basic qualification required	B.Pharm / M.Pharm / M.sc
Experience	2 to 6 Years
Brief JD	<p>PROJECT RELATED ACTIVITIES:</p> <ul style="list-style-type: none"> • Responsible for creating, coordinating and maintaining the Master Study Schedule for all Cliantha sites. • Working with all Head of Departments (HODs) of Cliantha Research on a regular basis to ensure the relevant project milestones are discussed and needs of Sponsor and functional areas are not compromised. • Create, plan and monitor all project activities in PM database ensuring accuracy at all times. • Responsible for identifying interdependencies for all projects and facilitate communication among functional areas where required. • Understands time-sensitive nature of critical path project activities and notifies the relevant teams, and/or management of related issues. • Works with management to establish project interim milestones and ensures projects are on schedule to ensure our report structure/compilation is communicated and assist where required, i.e. CS-BE , FDA tables • Responsible for providing first level of support for all software problems reported regarding PM database and documenting

	<p>problems and solutions as required.</p> <ul style="list-style-type: none">• Solicit feedback from end users to ensure the database continues to meet the needs of the organization.• Identify opportunities and recommend solutions that will enhance or improve current business processes.• Provide basic training to end users on PM database, including cross-functional training.• Maintain and keep current on a monthly basis all analytical methods and bioequivalence studies completed.• Attend teleconferences as scheduled for projects and ensure effective communication of project milestones/activities.• Demonstrates the ability to make complex interpretation and application decisions within role capacity by utilizing protocol, Standard Operating Procedures (SOPs) and/or other tools deemed appropriate.• Provide summary reports to management as may be requested.• Participates in on-going educational activities to enhance own knowledge level as well as that of other team members.• Performs other duties as requested or assigned by department management, and/or Executives, as training experience allows.
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