



Designation/Role: Manager, Medical Writing

Department: Scientific Affairs

Job Description / Roles and Responsibilities for Job Title:

- 1) Overall management and co-ordination of MW activities performed by the MW department.
- 2) Interact cross-functionally with other departments (e.g. Clinical Operations, Medical Affairs, QA, PM) to ensure the timely completion of high quality deliverables.
- 3) Ensure that all work done by the MW department is conducted in compliance with Cliantha Research Policies, SOPs and relevant guidance's and guidelines.
- 4) Write and review protocols, ICFs and Clinical study reports for Phase I-IV studies (e.g. PK, FIM, BE/BA, safety), as needed.
- 5) Set up and monitor assigned project timelines by maintaining department scheduling tools.
- 6) Represent Cliantha Research in discussions with sponsors, at conferences and client meetings.
- 7) Responsible for recruiting, hiring and coaching as well as performance evaluation of department staff.
- 8) Work with the Quality Assurance group in the development/revision and implementation of Standard Operating Procedures as required.
- 9) Acquire and maintain knowledge of national and international guidelines.
- 10) Participate in training sessions.
- 11) Work in a safe manner that does not endanger yourself or co-workers.
- 12) Execute other duties as may be required by management of Cliantha Research as training and experience allow.

Any Additional responsibility given by Head of the Department / Management

Qualifications:

- Master's degree (M. Sc.) or Ph.D. specializing in pharmacokinetics or health sciences
- A strong understanding of Medical Writing
- Decisive, good trouble-shooting and decision making skills, able to escalate response to situations when relevant
- Proficient in MS Office Suite (Word, Excel) and Adobe Acrobat
- Strong analytical and problem solving skills
- Excellent organizational skills, detail oriented, efficient and able to multi-task and prioritize effectively
- Excellent interpersonal skills
- Strong written and verbal communication skills

Interested candidates can send their resume at akaler@cliantha.com