

The Drug Innovation Group (DIG) is a medicinal chemistry group at University of Ghana (UG). DIG staff and laboratories are situated in the Frank Torto Building at the Department of Chemistry. DIG is part of a fully integrated malaria drug discovery project under the ethos of the Grand Challenges African Drug Discovery Accelerator (GC-ADDA) program comprising eight (8) African institutions with many international partners funded by the Bill and Melinda Gates Foundation (BMGF) and LifeArc. DIG is seeking to appoint a **Project Manager** on a 3-year fixed contract. The main purpose of this position is to support interdisciplinary translational research teams by helping DIG/GC-ADDA teams to develop project plans and support effective implementation of cross-functional discovery activities in alignment with DIG/GC-ADDA overall research priorities. Additionally, this position will assist teams to work effectively together with internal and external communication of key research activities/programs at DIG/GC-ADDA. The position will also support DIG/GC-ADDA in the planning and execution of other research-related activities (face-to-face meeting, funder/stakeholder engagements, shipping of samples across participating institutions etc.).

### Requirements for the job

- Research based Masters in a scientific discipline.
- 3 years project management experience in translational research environment.
- Excellent interpersonal skills and the ability to liaise effectively between both scientific and non-scientific staff.
- Excellent communication (oral and written), computer, organizational and time management skills.
- Highly motivated and team player with ability to work independently when required.

### Advantages

- ❖ Knowledge of scientific disciplines aligned to drug discovery (chemistry/pharmacology/biology etc.) would be an advantage.
- ❖ Advanced planning and tracking skills, ability to use proper tools in project management and capable of managing programs with respect to priorities.

### Responsibilities

#### Project management and planning:

- ❖ Together with the project teams, be responsible for the generation and maintenance of the integrated project goals and platform goals for all DIG/GC-ADDA scientific activities.
- ❖ Coordinate project review meetings, including the annual scientific management and advisory board meeting (SMAB) and the quarterly Research Management Team (RMT) meetings.

#### Research Operations:

- Planning scientific exchange visits.
- Program planning for symposiums, advisory board meetings and face-to-face meetings with collaborators.
- Assessing daily challenges/bottlenecks in DIG/GC-ADDA workflows.

- Champion and maintain use of DIG/GC-ADDA SharePoint and CDD Vaults for knowledge management.



**Monitoring and Evaluation:**

- ❖ Milestone/progress tracking of key projects.
- ❖ Coordination of monthly scientific reports.
- ❖ Assessment of effectiveness of solutions/processes.
- ❖ Facilitation of project close out sessions to capture learning.

**To apply**, please e-mail the documents below in a **single pdf file** to the Department Secretary (Email: [sssam@ug.edu.gh](mailto:sssam@ug.edu.gh) / [chemdept@ug.edu.gh](mailto:chemdept@ug.edu.gh)).

- A letter of application stating your suitability for the role.
- Curriculum Vitae (CV).
- Copies of academic transcripts and certificates.
- Two academic/industrial references

