



Frederick

Working for the National Cancer Institute  
at Frederick

## ***Bilingual Clinical Project Manager II (Requisition 189353)***

SAIC-Frederick is currently recruiting for a **Bilingual Clinical Project Manager II (Requisition 189353)** to support our Clinical Monitoring Research Program (CMRP). This position will be split between our Frederick, MD and Rockville, MD. CMRP provides comprehensive programmatic/project management support to facilitate the successful execution of programmatic activities associated with the National Cancer Institute's (NCI) Office of Latin American Cancer Program Development (OLACPD). OLACPD's mission is to develop appropriate strategies, research and training programs, and other actions needed to advance cancer research and accelerate progress in reducing cancer for the mutual benefit of the United States and Latin America. The primary location for this position is Rockville, Maryland, however, the Clinical Project Manager II will spend at least 1 day per week in the Frederick, Maryland offices. Work is performed independently with guidance from the CMRP Director, as appropriate. CMRP provides programmatic assistance for this effort by working with OLACPD to establish the organizational, technical, and logistical infrastructure to support activities integral to the US-Latin American Cancer Research Network. This position provides essential program/project management expertise to support the comprehensive technical work for OLACPD initiatives and is responsible for performing comprehensive project and programmatic planning, research, subcontracting, analysis, communication and liaison activities. The CPM II serves as the SAIC-Frederick lead in the overall communications plan for stakeholders and serves as a liaison between the various SAIC-F and NCI entities and collaborating offices, interacting with both scientific and administrative officials. The CPM II coordinates and communicates efforts within the assigned activities working in concert with OLACPD program officials and all sites/vendors/individuals involved in the sponsored research agreements. These activities include organizing, planning, executing, reporting and evaluating the assigned program objectives. The CPM II will work closely with numerous stakeholders from diverse organizations, coordinating and attending meetings as a program liaison. This position communicates with various levels of scientific personnel and administrative staff through written and oral presentations. Assists OLACPD officials with the design, planning and implementation of clinical studies and projects. Provides mentoring and leadership to clinical sites in regards to GCP and other regulations pertaining to the governance of clinical studies as requested by the OLACPD officials. Provides essential programmatic/clinical trials management and regulatory expertise and serves as the SAIC-F technical representative in the development of statements of work on approved OLACPD initiatives. Oversees the comprehensive solicitation, review, pre- and post-award activities. Prepares progress reports and program updates, special reports, and budgetary documents. Assists the team with organizing workshops and pertinent trainings/workshops. Coordinates, directs and reviews the work of administrative support staff. Hires, trains, develops and appraises staff effectively. Other tasks include managing research subcontracts with Clinical Research Organizations (CROs) and other vendors to ensure quality of service and evaluating and participating in the selection of consultants, CROS, and other vendors to facilitate the work of this program.

**REQUIRED SKILLS:** Possession of a Bachelors degree from an accredited college/university in a field related to biomedical research/clinical trials/health or four (4) years related experience in lieu of degree. Foreign educated candidates who have completed part or all of their education outside of the United States must have their foreign education evaluated by an SAIC-approved accrediting organization to assure that it has met the equivalency of the qualifications of degree work in the United States. In addition to education requirements, a minimum of eight (8) years of progressively responsible experience in a project management environment directly related to clinical studies and associated grants/subcontracts, including a minimum of three (3) years directly managing/overseeing multiple concurrent clinical studies and projects. Experience with oncology clinical trials. Experience related to international clinical trials operations and regulatory affairs to include development of standard operating procedures, staff development and training, clinical site budget planning and execution and clinical site operations. Fluency in the Spanish language a requirement. Fluency in Portuguese a plus. Demonstrated

effective track record of project management leadership & application. Demonstrated ability to drive projects through to completion by proactively coordinating the efforts of external and internal partners, within reasonable budgetary restrictions, and in compliance with deadlines and regulatory/company requirements. Ability to work both independently and within a team. Detail-oriented and strong organizational skills with the ability to prioritize multiple tasks/projects. This position is subject to obtaining a Public Trust Clearance.

DESIRED SKILLS: Project Management certification and/or certified IRB or certified clinical research professional.

**For more information and to apply, please visit us online at [www.saic-frederic.com/careers](http://www.saic-frederic.com/careers) and reference Requisition 189353.**