



SINGAPORE CLINICAL RESEARCH INSTITUTE
A Subsidiary of MOH Holdings Pte Ltd

The Singapore Clinical Research Institute (SCRI) is a national academic research organization established to develop clinical research capabilities and scientific leadership as well as facilitate collaborations for the conduct of academic, public-sector and industry-sponsored research studies in Singapore. We currently have the following opening and would like to invite you to be part of an ongoing and dynamic team:

Data Management Associate (3 years contract)

Responsibilities:

- To work closely with the internal colleagues and external collaborators, such as CRAs, project managers, statisticians, and investigators.
- To manage the processes of data capture, data validation and data transfer, while assuring data integrity, data quality and readiness for data analysis.
- To utilise the Clinical Data Management System (CDMS) like Oracle Clinical, Remote Data Capture, REDCap, etc. to impart DM roles/responsibilities.
- To create and execute processes specified within Data Management Plan (DMP) to impart data management responsibilities e.g. Case Report Form (CRF) Designing, CRF Completion Guidelines, CRF Annotation, Database build & UAT, Creation/Implementation of DMP, Query Management, Database Audit, Data Extract.
- To train Investigators, Site Monitors, Project Managers and Sites Staff e.g. on using the Electronic Data Capture applications, inter/intra-department training on Data Management Plan (DMP).
- To perform medical dictionary coding, by using regulatory acceptable dictionaries like WHO-DDE, MedDRA.
- To be involved with activities relating to SAE reconciliation between Pharmacovigilance and Clinical databases.
- To discharge duties stated within assigned project's scope of work.
- To apply Good Clinical Practice, Good Data Management Practice, company's SOPs, and relevant working guidelines.

Requirements:

- Degree in Life Sciences/ Pharmacy/ Clinical Research related field.
- At least 2 years' experience in clinical data management.
- Familiar with database knowledge.
- Good communication, interpersonal skills and a team player.

If you meet our requirements and are interested in making a difference in people's working life, we would like to hear from you. Please send your resume to recruit@scri.edu.sg

(Only shortlisted candidates will be contacted)