



POSITION AVAILABLE

NAME OF POSITION: Scientific Coordinator, Managua, Nicaragua

GENERAL DESCRIPTION:

The Sustainable Sciences Institute (SSI) is a US-based non-profit organization established in San Francisco, California in 1998 with a subsidiary incorporated in Nicaragua in 2004 as the Instituto de Ciencias Sostenibles (ICS). Its overall mission is to improve scientific capacity of investigators in developing countries to solve local public health and infectious disease problems. In Nicaragua, SSI/ICS manages a number of long-term studies on dengue, chikungunya, Zika, influenza, and COVID-19 in Managua, in collaboration with Dr. Eva Harris and Dr. Josefina Coloma at the University of California, Berkeley, and Dr. Aubree Gordon at the University of Michigan.

In addition, SSI/ICS is part of the Asian-American Centers for Arbovirus Research and Surveillance (A2CARES, www.a2cares.com), one of the Research Centers of the NIH's Centers for Research in Emerging Infectious Diseases (CREID, <https://creid-network.org>) network. The CREID network is a coordinated group of 30 emerging infectious disease research centers situated around the globe in regions where emerging and re-emerging infectious disease outbreaks are likely to occur.

The Nicaraguan ICS team encompasses ~170 full-time and part-time employees across multiple sites throughout Managua.

This position primarily involves scientific coordination of our research projects in Nicaragua, program management of A2CARES, and fostering the development of scientific capacity, manuscript-writing, etc. of the Nicaraguan study personnel.

POSITION OBJECTIVE:

- **Scientific Coordination**
 - Ensure that study objectives and grant aims are being met.
 - Provide programmatic and scientific support to investigators and study coordinators.
 - Initiate writing reports to funders and relevant government agencies; help with the preparation of new proposals.
 - Participate in the writing and editing of scientific papers, posters, abstracts, etc. (co-authorship when appropriate).
 - Review relevant scientific literature, report major new findings or updates to the study teams.
 - Oversee the translation of scientific and administrative documents.
 - Manage human subject protocols and ethical approvals; assist with maintaining and updating IRB protocols at UC Berkeley and ensure local compliance.
 - Initiate data use agreements (DUAs) and material transfer agreements (MTAs) between UC Berkeley and collaborators as needed.
- **A2CARES Coordination (US, Nicaragua, Sri Lanka, Ecuador)**
 - Assist PIs with administrative tasks and coordination among A2CARES partner sites and with the NIH CREID Network (meeting and calls agendas, minutes, etc).
 - Develop research ideas that are in line with the NIH CREID Network and A2CARES goals.

- Write and edit reports for NIH, local authorities, and others.
 - Attend monthly A2CARES center calls and help prepare local staff to present at these meetings.
 - Ensure high-quality scientific data and compliance with study protocols.
 - Contribute to the analysis and generation of manuscripts, abstracts and posters.
 - Represent the studies at scientific conferences internationally.
- **Scientific Capacity Building**
 - Support the local research team to develop scientific ideas and write scientific papers, abstracts, and posters; edit and co-author these papers.
 - Work closely with local Masters students to develop their theses into scientific papers and abstracts.
 - Help prepare study staff for scientific presentations.
 - Hold weekly scientific writing workshops to develop scientific ideas and papers.
 - Hold weekly English language practice sessions for study personnel.

EDUCATION, TRAINING AND COMPETENCIES

EDUCATIONAL REQUIREMENTS:

1. Masters, PhD or doctoral degree in public health, biology, epidemiology or related field.

SPECIALIZED CERTIFICATES/LICENSES:

1. Human Subjects Certification (can be completed after starting position).
2. Good Clinical Practices Certification (can be completed after starting position).

TRAINING/EXPERIENCE REQUIREMENTS:

1. Advanced English and Spanish (reading, writing, speaking).
2. Experience in health field or biology/laboratory preferred.
3. Experience with research projects and work with multi-cultural international teams.
4. If not from Nicaragua, experience living abroad, particularly in developing countries.

TRANSFERABLE COMPETENCY REQUIREMENTS:

1. Verbal and written communication skills.
2. Problem-solving skills.
3. Planning/organizational skills.
4. Personal motivation.
5. Ability to work individually and with a team.
6. Leadership skills.
7. Highly organized work style; able to handle multiple tasks.
8. Good people skills; work experience with multi-cultural/international studies.
9. Ability to interface with clinical and laboratory personnel.

SPECIFIC TECHNICAL COMPETENCY REQUIREMENTS:

1. Understanding of basic epidemiologic and biological principals.
2. Facility with Microsoft Word, Excel, PowerPoint, and communication technologies (Zoom, etc.).
3. Basic proficiency in data management (e.g., Access) and statistical software (R, STATA, SAS, or EpiInfo) or the willingness to learn statistical analysis programs.

4. Understanding of International Code of Harmonization (ICH) and Good Clinical Practices (GCP) guidelines for human subjects research and certification on human subjects training.
5. Understanding of NIH grant and financial management procedures.

PHYSICAL REQUIREMENTS AND/OR ENVIRONMENTAL FACTORS:

1. Full-time base in Managua, Nicaragua.
2. Work is normally performed in a typical interior/office work environment Monday – Friday.
3. Movement between study sites in Managua required.
4. Extensive computer use.
5. Occasional night and weekend work schedules.
6. Occasional international travel for training and meetings.

TIME COMMITMENT: At least two years.

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