



## JOB DESCRIPTION

### General information

- .1. Name of job holder: XXXXXXXXX
- .2. Job title: Senior Fellow (Research Ethics)
- .3. Name of supervisor: Carel IJsselmuiden / Boitumelo Mokgatla-Moipolai
- .4. job title: Executive Director COHRED / Manager COHRED Africa

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Bruno Coelho

### Main purpose / objectives of this position

Is the continuous Improvement of *RHInno Ethics* to:

- .1. Enhance quality of reviews and accelerate the review process
- .2. Develop the *EthiCALL* function to operational status
- .3. Develop the *EthiXPERT* function to operational status

### Key performance / result areas (KPA's)

- .1. Inclusion of globally accepted best practices in *RHInno Ethics* – with the exclusive aim of facilitating better reviews, making it easier to get going, and accelerate the process / minimize delays
- .2. Provide the content inputs for *EthiCALL* and *EthiXPERT*
- .3. Initiate and manage a global advisory group for *RHInno Ethics* – to ensure *RHInno Ethics* becomes and remains the most relevant ethics review improvement service globally

### 4. Specific tasks need for implementation of the above KRSa/KPA's:

- 4.1 Ensure smooth communication between users, COHRED staff, programmers and other relevant stakeholders
- 4.2 Do the organisational work to maintain the international advisory group
- 4.3 Contribute to making *RHInno Ethics* widely used
- 4.4 Present at relevant meetings, act as 'ambassador' for *RHInno Ethics*
- 4.5 Travel and meet users, where needed to get insights

### 5. Organisational chart – indicating reporting lines

- 5.1 The Senior Fellow will work closely with COHRED's Executive Director and COHRED Africa's Manager. Depending on final location, the one or other is the primary COHRED contact.
- 5.2 Other COHRED staff to which the Senior Fellow relates is the Web4Development team – programming
- 5.3 Key connections and network outside COHRED needs to be built as a global resource to improve *RHInno Ethics*

## 6. Qualifications, competencies and experience

### 6.1 Formal education requirements

- **Minimum qualifications**

- MD, or other master or doctoral degree in the health sciences, with a strong emphasis on research competencies
- Substantial short-course, diploma or degree training in research ethics

- **Ideal qualifications**

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### 6.2 Given minimum educational qualification, **what is the minimum period of relevant experience required** to be considered for the job?

- **Describe type of experience required**

- Hands-on experience as Research Ethics Committee / Institutional Review Board member – preferably as Administrator or Chair – of a committee / board that reviews more than 100 studies, of all types, annually
- Preferably experience in more than one such committee / board

- **Minimum number of years of relevant experience**

- 3 years

### 6.3 What is the period of full time training or exposure that a fully qualified and experienced person from outside the organisation would need in COHRED before being able to handle all aspects of this job ?

1 month
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### 6.4 Special **competencies required for this job** (*skills, knowledge, attributes*)

Competency	Required level of proficiency 1=Novice; 2=Intermediary; 3=Personal mastery; 4=Coach; 5=Leader
1. Work both autonomously and with a team	5
2. PC / internet skills	2
3. Organisational and planning skills	3
4. Excellent communication and interpersonal skills in different cultural settings	5
5. REC/IRB leadership and implementation	5
6. Multi-lingual	4

## 7. Leadership responsibility

7.1 **Management or supervisory responsibility:** the number of staff reporting to jobholder):

N/A

7.2 **Process management responsibility:** the number of people, within or outside the organisation, directly influenced by the jobholder. If this differs from one process to the next give the average amount of people influenced on a regular basis as part of the process

- 3 people on the W4D team
- 3 other COHRED staff
- external members of advisory board

## 8. Financial and other dimensions of the job:

8.1 **Signing authority and maximum:** Is the jobholder empowered to sign agreements etc. which may be binding on the organisation ? If so, to what level?

no

8.2 **Is the jobholder responsible for any aspect of cost control or for materials, stock or equipment?** If yes, what is the monetary value and to what extent is the person accountable or responsible? This implies that the jobholder controls an element of an operating budget, which is monitored, e.g. stationery

no

8.3 **Does the jobholder have a direct responsibility for controlling operational costs or expenses ?**

no

## 9. Period of planning linked to the job

**What is the longest (macro) period that the job holder may have to plan ahead?**

12 months



**10. What critical decisions is the job holder normally authorized to make ?**

- most work will be done in consultation with direct contact persons in COHRED, but decision on changes and improvements will have direct impact on programming time (with associated costs) or product revisions (that may influence – positive or negative – clients. Therefore, decisions that affect financial and reputational risks may have to be taken by the job holder at times. Normally, this will not be done in isolation – but it may occur.

**DESCRIPTION AGREED BY JOB HOLDER**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION AGREED TO BY DIRECT SUPERVISOR (DIRECTOR)**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_