

The **Bernhard Nocht Institute for Tropical Medicine** (BNITM, www.bnitm.de/en) is the largest Research Institute for Tropical Medicine in Germany and member of the Leibniz Research Association, the National Reference Centre for Tropical Pathogens and a WHO Collaborating Centre.

The **Department of Infectious Disease Epidemiology** at the BNITM in Hamburg has a vacancy for the position as

Clinical Data Manager (m/f/d)

- part-time 50% -

We are looking for a highly motivated, smart, dedicated and friendly applicant with a keen interest in clinical data management to join our team and add their complementary skills. The applicant will be based in Hamburg, Germany, and must be able to work independently, and as a member of a multicultural, multidisciplinary team to carry out her/his duties.

YOUR TASKS:

We are looking for your contribution in the following areas:

- Support for Clinical Data Management within the scope of a multicentre clinical phase III-study in four countries in sub-Saharan Africa
 - Close monitoring of data integrity and completeness in the electronic study database (REDCap)
 - Follow-up of plausibility checks (data cleaning) as well as general data quality control (query management) including a close communication with the respective African study centres
 - Processing and monitoring of data reviews in collaboration with medical monitor, MedDRA or / and drug coder (e.g., for regular medical reviews)
 - Creation of status reports
- Support with data cleaning, data reconciliation, query management, and data monitoring in observational studies of the department
- General administrative tasks and project work

YOUR PROFILE:

- Successfully completed training and/or studies in the field of medical documentation, e. g. as clinical data manager, medical documentalist or documentation assistant or a comparable education in health care
- Experience (2 years at least) in data management and monitoring of clinical studies
- Proficiency in the use of common MS-office applications
- General knowledge in the use of databases (experience in plausibility and validity checks); experience in database software (REDCap) is beneficial
- General understanding of medical catalogues and coding systems (e.g., MedDRA, RXNorm, WHODrug)

- Fluent communication in English, knowledge of German and/or French is not required but beneficial
- Willingness and ability to travel abroad to conduct short-term (approx. 1 week) fieldwork in Africa is considered an asset
- Self-motivated, and ability to work conscientiously on complex tasks over an extended period of time and ability to work in an interdisciplinary and international team

OUR BENEFITS:

- Interesting work as part of challenging projects in an interdisciplinary research area at an institute of the Leibniz Research Association
- Integration into an open-minded, motivated and supportive team
- A central location at the Landungsbrücken, easily accessible by public transport
- 30 days of vacation per year
- Flexible and family-friendly working hours
- Subsidy for childcare
- Subsidy for the HVV-ProfiTicket
- Company pension scheme
- Opportunities for further education and training
- Special conditions in selected sports and fitness clubs in Hamburg

The starting date is as soon as possible. The position is initially limited to 2 years and is remunerated according to the rules of the public service under the TV-AVH (collective agreement of the "Arbeitsrechtliche Vereinigung Hamburg"). The position is also available on a full-time basis.

We support our employees in achieving a work-life balance and promote the professional equality of women and men. We strive to assist women in their scientific career, increase the number of women in research and reduce under-representation in all areas and positions in general. We explicitly welcome applications from people with disabilities.



As a member of the [Diversity Charter](#), the largest diversity management network in Germany, we are also committed to making diversity an integral part of our institute culture. It is our goal to create a working environment that is free of prejudice.

If you would like to contribute your expertise to our interdisciplinary team, we are looking forward to your application. Please apply **by 11.09.2022** preferably online with the required documents (cover letter, CV without photo, credentials/diplomas/certificates) via our [online form](#).

Alternatively, you may apply by postal mail **referring to "Clinical Data Manager"**: Bernhard Nocht Institute for Tropical Medicine, HR Department, Bernhard-Nocht-Str. 74, 20359 Hamburg, Germany.

Please note that applications received after the closing date cannot be considered.

If you have any questions regarding the application process or the selection procedure, please contact Linda Dvorak from the Human Resources Department (dvorak@bnitm.de).

For further questions regarding the position feel free to contact Ms. Anna Jaeger (anna.jaeger@bnitm.de) or Dr. Eva Lorenz (eva.lorenz@bnitm.de). We're happy to hear from you.