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# JOB ADVERTISEMENT

## 1. Site coordinator: Pondicherry, Bibinagar

**Basic Job Details & Categorisation**

| Field | Details |
|---|---|
| **Job Title / Designation** | Site Coordinator - Clinical Research / TB Diagnostics |
| **Employment Type** | Full Time (contractual basis) |
| **Department** | Healthcare & Life Sciences / Clinical Research |
| **Role Category** | Clinical Research & Healthcare |
| **Role:** | Clinical Research Coordinator / Site Coordinator |
| **Job Location:** | Pondicherry and Bibinagar |
| **No. of Vacancies:** | 2 (1 at each location) |
| **Work Experience:** | 1-2 years |
| **Annual Salary (CTC):** | Commensurate with experience |

**Keyword & Skills:**

**Keywords / Search Tags:**

Clinical Research, Study Coordinator, Clinical Trial, Tuberculosis Research, TB Diagnostics, Public Health, REDCap, Data Management, Participant Follow-up, Site Coordination, SOP Implementation, Clinical Research Operations, Research Documentation, Good Clinical Practice, GCP, Mask Sampling, JIPMER, Puducherry

**Key Skills (Primary):**

Clinical Research, Study Coordination, Clinical Data Management, Site Operations, Participant Follow-up

**Secondary / Preferred Skills:**

REDCap, Good Clinical Practice (GCP), SOP Implementation, Research Documentation, TB Research, Clinical Sample Collection, Quality Control, Patient Communication

**Candidate Profile & Eligibility Criteria**

- **Educational Qualification:** Postgraduate qualification in public health, life sciences, biological sciences or a related discipline.
- **Work Experience:** 1-2 years of experience in clinical research and study coordination is essential.
- **Location Requirement:** Candidates currently residing in Puducherry or willing to relocate to Puducherry are encouraged to apply.
- **Additional Requirements:**
    - Strong organisational and communication skills.
    - Ability to coordinate with multidisciplinary research teams.
    - Willingness to undergo study-specific training.
    - Ability to adhere to study protocols, SOPs, and quality-control procedures.
    - Working knowledge of REDCap or similar electronic data capture platforms will be preferred.
    - Ability to maintain confidentiality of participant information and study records.

**Detailed Job Description:**

**About the Organisation & Project**

The **Foundation for Medical Research (FMR), Mumbai**, is conducting a study on **the detection of asymptomatic tuberculosis in chest X-ray (CXR)-negative individuals using a mask-based bioaerosol sampling method**. The study aims to evaluate a non-invasive mask-sampling approach for TB detection in high-risk individuals with normal chest X-rays.

**Role Overview**

The Site Coordinator will oversee day-to-day study operations at the JIPMER site, coordinate with FMR Mumbai and the Expert Panel, manage study data, and support implementation of study procedures in accordance with approved protocols and SOPs.

**Key Responsibilities:**

- Manage daily study operations and coordinate with FMR Mumbai and site personnel.

- Ensure compliance with protocols, SOPs, safety, and quality standards.
- Manage REDCap data entry, quality checks, and query resolution.
- Coordinate participant enrolment, follow-ups, home visits, and telephone assessments.
- Support mask sampling, participant retention, and documentation.
- Participate in GCP training, quality-control activities, and supervisory visits.
- Report site updates, operational challenges, and participant follow-up status.
- Supervise field researchers and ensure adherence to the mask sampling protocol and the three-stage participant consent sequence.
- Coordinate mask sample packaging and cold-chain-compliant transport to FMR Mumbai; participate in weekly operational review calls and quarterly FMR supervisory site visits.
- Maintain complete and accurate site files, participant logs, consent documentation, deviation logs, sample shipment records, and study correspondence.
- Escalate protocol deviations, adverse events, participant concerns, and operational risks to the project coordinator and study leadership promptly.

**How to Apply & Screening Instructions**

**Application Mode:** Candidates should submit their updated CV, preferably including a recent passport-size photograph, along with a brief cover letter to the designated recruitment email address.

**Email Subject Line:** Application - Study Coordinator - JIPMER, Pondicherry

**Application Email:** fmrmum@gmail.com

**2. Field Researcher**

**Basic Job Details & Categorization**

| Field | Details |
|---|---|
| **Job Title** | Field Researcher - Clinical Research / TB Diagnostics |
| **Employment Type** | Full Time (contractual basis) |
| **Department** | Healthcare & Life Sciences / Clinical Research |
| **Role Category** | Clinical Research & Healthcare |
| **Role:** | Field Researcher / Clinical Research Field Investigator |
| **Job Location:** | Pondicherry, Bibinagar |
| **No. of Vacancies:** | 4 (2 at each location) |
| **Work Experience:** | 1-2 years |
| **Salary** | Commensurate with experience |

**Key Skills / Keywords**

Clinical Research, Field Research, TB Research, Tuberculosis Diagnostics, ICMR Study, Public Health, Participant Recruitment, Participant Follow-up, Home Visits, Telephone Interviews, Mask Sampling, Data Collection, REDCap, SOP Adherence, GCP, Clinical Research Operations, Research Documentation, Patient Communication, JIPMER, Puducherry

**Candidate Profile & Eligibility Criteria**

- **Educational Qualification:** Graduate or postgraduate qualification in life sciences, nursing, social work or a related discipline.
- **Work Experience:** 1-2 years' experience in field research and in community health projects will be an advantage.
- **Location Requirement:** Candidates currently residing in Puducherry or willing to relocate to Puducherry are encouraged to apply.
- **Additional Requirements:**
    - Strong organizational and communication skills.
    - Ability to coordinate with multidisciplinary research teams.
    - Willingness to undergo study-specific training.
    - Ability to adhere to study protocols, SOPs, and quality-control procedures.
    - Comfortable using mobile/tablet-based or web-based data collection tools, including REDCap.
    - Proficiency in Tamil and/or local languages used in the study area will be preferred.

- Ability to maintain confidentiality and interact respectfully with participants from diverse backgrounds during screening, interviews, home visits, and follow-up activities.

**Detailed Job Description**

**About the Organisation and Study**

The **Foundation for Medical Research (FMR), Mumbai**, is conducting a study on **the detection of asymptomatic tuberculosis in chest X-ray (CXR)-negative individuals using a mask-based bioaerosol sampling method**. The study aims to evaluate a non-invasive mask-sampling approach for TB detection in high-risk individuals with normal chest X-rays.

**Role Overview**

We are seeking motivated and detail-oriented field researchers to support participant recruitment, mask sampling, follow-up activities, and field-level study implementation at the JIPMER site. The selected candidates will work closely with the Site Coordinator and the FMR study team to ensure adherence to the study protocol, standardised SOPs, participant safety requirements, and data collection procedures.

**Key Responsibilities**

- Support participant screening, recruitment, enrollment, and follow-up.
- Conduct study procedures, questionnaires, home visits, and telephone assessments.
- Perform mask sampling and ensure SOP-compliant sample handling and transport.
- Maintain study records, documentation, and REDCap data.
- Report protocol deviations, adverse events, and participant concerns.
- Follow GCP, protocol, and biosafety requirements.
- Coordinate daily study activities with the site coordinator and study team.

- Support the informed consent process as per approved study procedures and refer participant questions to the Site Coordinator or study team when required.
- Maintain accurate field logs, visit records, sample collection documentation, and participant follow-up status reports.
- Follow infection-control, biosafety, PPE, and sample-transport procedures during participant interaction, mask sampling, sample handling, and transport.

**Eligibility and Additional Requirements**

- Relevant educational qualification in Life Sciences, Healthcare, Public Health, or a related field.
- Experience in field-based research or clinical studies is desirable but not mandatory if training requirements can be met.

- Willingness and ability to undertake frequent local travel, field visits, participant home visits, and sampling-related activities for extended periods during the workday.
- Ability to work with participants from diverse backgrounds.
- Strong attention to detail, reliability, and teamwork.
- Willingness to work under the supervision of the Site Coordinator and FMR team.

**Job Location**

**Puducherry (Pondicherry) and Bibinagar, Telangana -** The role may involve field visits and home visits with participants within the assigned study area.

**Application Process**

Interested candidates may submit their updated CV, preferably including a recent passport-size photograph, along with a brief cover letter to:

**Email:** fmrmum@gmail.com

**Subject Line:** Application - Field Researcher - Pondicherry/Bibinagar