



VACANCIES AVAILABLE

Duke - Ruhuna Collaborative Research Centre

Faculty of Medicine, University of Ruhuna, Galle, Sri Lanka

About US

We are a leading medical research and educational collaboration in Sri Lanka. We have been conducting cutting-edge research in infectious diseases and community medicine, as well as student and clinician exchange programmes, for the past 15 years. The Faculty of Medicine, University of Ruhuna, Hubert-Yeargan Center for Global Health and Duke Global Health Institute, USA are three parties of the Collaboration.

We are looking for

An excellent candidate for the post of “Research Coordinator (Contract Basis)”



Qualifications and Experience required

- **Bachelor’s Degree in Medical Field**
(MBBS, MD or equivalent)
- Excellent communication skills in both Sinhala and English languages.
- Knowledge of Microsoft office packages (mainly Word, Excel, and PowerPoint).
- Having clinical/medical research experience will be an added advantage.
- Fluency in both written and spoken English.

Key responsibilities:

- Coordinating study activities under the guidance of key investigators and research staff (local and foreign)

Duties may include, but are not limited to, the following.

- Maintaining regulatory documents and data files for the study.
- Helping develop regulatory and study documents
- Coordinating activities for research assistants who are enrolling patients.
- Arranging meetings and related activities for the study
- Communicating study updates (both written and verbal) to team members in Sri Lanka and USA.
- Liaising with hospitals, laboratories, and agencies in Sri Lanka as needed for conduct of study activities
- Maintaining financial records for the study.

Remuneration

- Negotiable

Application Procedure

Please send us curriculum vitae to duke.ruhuna@gmail.com before 12.00pm of 28th February 2023.

Contact Us:

Website: <https://sites.duke.edu/rdcid>

Email: duke.ruhuna@gmail.com

Telephone: 091 2234801-429

Mobile: 0714308463 (Project Coordinator)