TATA MEMORIAL CENTRE
TATA MEMORIAL HOSPITAL
H.R.D. DEPARTMENT

(Grant-In-Aid Institute of Department of Atomic Energy, Government of India)

Ref. No. TMC/AD/134/2026 **24.07.2026**

WALK-IN INTERVIEW
ON
13.08.2026
Reporting Time: 09:00 A.M. TO 09:30 A.M.

Required **Research Project Manager** for Department of Medical Oncology under (Project No. 3877) (A/c No. 4771) (Initially for a period of six months).

Post	Qualification & Experience	Starting Remuneration	No. of Post
Research Project Manager	• Post-Graduate Degree in Science with Post-Graduate Diploma in Clinical research is **Mandatory.** **OR** M.Sc in Clinical Research/Pharm D. • Three years' Experience in Clinical Research is **Mandatory.** • Preference will be given to the candidates, **who have proven leadership experience.**	Rs. 55,000/- p.m *(Salary enhancement may be considered based on education, performance & relevant experience.)*	01

Age limit - 40 years.

IMPORTANT NOTE: PLEASE READ THE ROLES & RESPONSIBILITIES OF THE RESEARCH PROJECT MANAGER BEFORE APPEARING FOR THE INTERVIEW.

ROLES & RESPONSIBILITIES:

Purpose of the Position

The Research Project Manager will provide end-to-end operational, administrative and coordination support for research projects at Tata Memorial Hospital. The role will ensure timely implementation of study activities, compliance with institutional and regulatory requirements, effective stakeholder coordination, accurate documentation, and efficient project delivery.

1. Project Planning and Implementation

- Coordinate the planning, initiation, execution, monitoring and closure of assigned clinical, translational, basic science, public health and collaborative research projects.
- Prepare and maintain project implementation plans, activity trackers, timelines, milestone charts and responsibility matrices in consultation with the Principal Investigator and study team.
- Identify operational requirements, dependencies and potential risks, and support timely resolution or escalation of issues affecting project progress.
- Ensure that project activities are carried out in accordance with the approved protocol, budget, timelines and institutional requirements.

2. Research Coordination and Stakeholder Liaison

- Act as the central coordination point among Principal Investigators, co-investigators, research coordinators, departments, laboratories, pharmacy, accounts, ethics committees, sponsors, CROs and external collaborators.
- Organize project meetings, prepare agendas, record minutes, follow up on action points and maintain documentation of key decisions.
- Facilitate communication between internal and external stakeholders to ensure smooth study start-up, ongoing conduct and close-out activities.
- Coordinate with relevant departments for logistics, resource allocation, procurement, equipment, space, staffing and other project-related requirements.

3. Regulatory, Ethics and Institutional Compliance

- Assist in preparation, compilation and submission of documents required for Institutional Ethics Committee review, regulatory approvals, departmental clearances and sponsor requirements.
- Maintain trackers for ethics approvals, amendments, continuing reviews, safety reports, protocol deviations, study renewals and other regulatory deliverables.

- Ensure that required approvals are in place before initiation of study activities and that all approved documents are current and appropriately filed.
- Support adherence to Good Clinical Practice, applicable ICMR guidelines, institutional SOPs, sponsor procedures and relevant national or international regulations.

4. Documentation and Data Management

- Maintain complete, accurate and up-to-date project files, including protocols, approvals, agreements, budgets, correspondence, training records, meeting minutes, reports and study trackers.
- Ensure appropriate document version control, secure storage, confidentiality and readiness of records for monitoring visits, audits, inspections and internal reviews.
- Assist the study team in maintaining source documentation, case report forms, screening and enrolment logs, subject visit trackers and study-specific databases, as applicable.
- Prepare periodic status reports, dashboards, presentations and summary documents for investigators, institutional committees, sponsors and funding agencies.

5. Financial and Administrative Management

- Coordinate project budgets, monitor expenditure against approved allocations and maintain financial trackers in collaboration with the accounts and grants management teams.
- Assist with processing of study-related invoices, payments, reimbursements, purchase requests, work orders and other administrative or financial documentation.
- Support timely follow-up for sponsor payments, grant installments, utilization certificates, financial statements and project closure requirements.
- Ensure that financial and administrative records are complete, accurate and maintained in accordance with institutional policies and sponsor or funder requirements.

6. Monitoring, Quality Assurance and Risk Management

- Coordinate and support monitoring visits, sponsor visits, internal quality checks, audits and regulatory inspections.
- Ensure availability and organization of required study documents, logs, records and staff during monitoring, audit or inspection activities.
- Track observations, queries, corrective and preventive actions, and ensure timely follow-up with responsible team members.
- Identify recurring gaps in project conduct or documentation and support implementation of process improvements and quality initiatives.

7. Team Support and Capacity Building

- Provide operational guidance and day-to-day support to research coordinators, project staff and other team members assigned to the project.
- Assist in orientation, protocol training, documentation training and compliance-related capacity-building activities for project personnel.
- Promote effective teamwork, accountability, timely communication and adherence to agreed project timelines.
- Contribute to the development or revision of project-related SOPs, work instructions, templates and checklists, as required.

8. Reporting and Other Responsibilities

- Provide regular project updates to the Principal Investigator and relevant institutional stakeholders, highlighting progress, risks, pending actions and support required.
- Prepare and submit reports, presentations and project summaries as required by the institution, sponsor, funder or regulatory authority.
- Undertake any other research administration, project management or institutional responsibilities assigned by the Principal Investigator, reporting authority or hospital administration.

Eligible candidates may attend the walk-in interview at **IRB Meeting Room, 3rd Floor, Main Building, Dr. E. Borges Marg, Parel, Tata Memorial Hospital, Mumbai – 400012,** along with Bio-data, recent Passport size Photograph, xerox copy of PAN Card, AADHAAR Card, Original Certificates and set of attested copies of all certificates. In case of more candidates, MCQ Test will be conducted and eligible candidates will be shortlisted for the interview, accordingly. Internal candidates need to submit NOC from their current HOD/Principal Investigator.

(BENNY GEORGE)
DIRECTOR, ADMIN, TMC