

**ADMINISTRATIVE CLERK – NAMRU-6
VACANCY ANNOUNCEMENT 16/01/04**

MAJOR DUTIES AND RESPONSIBILITIES

50% OF TIME

Provide support to Bacteriology Department in handling paperwork for scientific studies. Maintains the schedule board of the department research protocols, deadlines, and requirements for continuing or final reviews, severe adverse event reporting, initial submissions, human research protection and others.

20% OF TIME

Provide administrative support to Bacteriology Department, managing incoming and outgoing correspondence, helps in the coordination of domestic and foreign travel for Bacteriology Department members and visitor if needed, and invitational travel orders. When needed provide support in preparing and follow-up the clearances for manuscripts, abstracts and presentations of Bacteriology Department and coordinate with local and foreign investigators. Gather Department information for the Plan of Week and Weekly Activity Report to report on the weekly basis.

20% OF TIME

In charge of the shipping of biological samples, laboratory material and equipment to collaborating institutions and the preparing of appropriate official shipping letters to conduct the export. Keep and accurate log of Bacteriology department equipment shipped and located at study sites. The incumbent is in charge of preparing paperwork of Equipment Custody Receipt and keep informed the person in charge of the inventory of NAMRU-6's equipment.

10% OF TIME

Other administrative tasks as assigned, including help organizing agendas for visiting collaborators and provides logistic coordination for Bacteriology Department hosted events.