



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

CLINICAL RESEARCH ASSISTANT (PERMANENT) CLINICAL RESEARCH

Responsibilities

- Assist Research Officer & Clinical Data coordinator in registries & databases based on the appointed division (Cardiothoracic Surgery & Intensive Care Programs).
- Provide assistance on database design, development & maintenance for registries & databases.
- Provide assistance on data compilation, data query and data cleaning in preparing an accurate data monthly / quarterly / annually or ad-hoc analysis & reporting.
- Assist on data analysis, reporting & preparation of manuscript for publications and presentations for researchers related to registries & databases.
- Provide report to immediate supervisor & HOD for the progress and related issues of the registries & databases.
- Ensure that research is conducted in accordance with the IJN's policy procedures and Personal Data Protection Act 2010.

Requirements

- Possess Bachelor Degree in Science or equivalent
- Possess basic computer skills (Microsoft Office 2010 – Word, Excel, Power Point and Access)
- Pleasant personality and able to work in a team.
- No experience required. Training will be provided.

Closing Date

6th April 2021

Talent Acquisition Unit
Human Capital & Organizational Development

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    : [career@IJN](https://twitter.com/career@IJN)

**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**