

JOB DESCRIPTION



Job Title: Project Manager
Department: Clinical Research Department
Faculty/Professional Service: Infectious and Tropical Disease
Location: London, Keppel Street
Reports to: Sally Gillespie, ICEH Operations Manager
Accountable to: Principal Investigators (Prof. Andrew Bastawrous, Prof. Matthew Burton, Dr Aesha Malik)
Responsible for: At least one PSP5 post (Project Coordinator)
Full Time/Part Time/Casual: Full or Part Time
Hours (<i>if less than full time</i>): 1 FTE
Grade: Grade PSP6
Overall Purpose of the job: The Project Manager will be a member of the International Centre for Eye Health - a dynamic and innovative research and education group with an extensive global network of public health collaborators. They will be responsible for the day-to day management of complex, multi-million pound programmes across five countries (India, Kenya, Nepal, Tanzania and Nigeria, funded by NIHR and international charitable organisations, plus oversight of a large portfolio of work supported by a Project Coordinator. They will contribute to the management and development of the projects, including working on the development of bids, negotiation of contracts, and setting up research grants. They will have responsibility for the strategic management and control of budgets within different streams of the projects, including drafting and updating budgets and reforecasts, advising the Principal Investigators and Operations Manager on the allocation of financial resources, and producing financial reports. The post-holder will also have responsibilities for monitoring and evaluation, internal and external communications, information management and problem solving. They will be required to travel to low middle-income partner countries to train and audit their financial reports for the project, and to provide capacity strengthening, guidance and problem solving as required. The post-holder will be line managed by the ICEH Operations Manager. The post-holder will be responsible for line managing and training at least one Project Coordinator (PSP5).

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

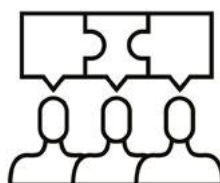
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

FACULTY/DEPARTMENT INFORMATION

Faculty of Infectious and Tropical Diseases

The vision of the Faculty of Infectious and Tropical Diseases is to deliver outstanding contributions to reduce the evolving disease burden related to infections and global health inequity. The range of disciplines represented is broad, including all laboratory-based research at LSHTM's London campus, and encompassing a "bench to boardroom" portfolio with research approaches from fundamental biology through clinical research to impact on policy and practice. It is headed by **José Bengoechea**, who is **Professor in Microbiology and Infectious Diseases**. The spectrum of diseases studied is wide; our main research interests include vector-borne diseases especially malaria; respiratory diseases including tuberculosis and bacterial pneumonia; enteric infections; HIV and other sexually transmitted infections; neglected tropical diseases including trachoma, leishmaniasis, schistosomiasis and trypanosomiasis; vaccine development and evaluation; and the prevention of blindness. The Faculty is organised into three research departments comprising: Clinical Research, Disease Control, and Infection Biology. Interdisciplinary research is a major strength, and we encourage collaboration between scientists in different research areas. The Faculty has close links with colleagues and collaborators in more than 100 countries. Our teaching programme includes MSc courses which are module in structure, both intensive taught in London and by distance learning; a variety of short courses and an [active doctoral programme](#) (PhD and DrPH). For further information on the Faculty see [here](#).

Department of Clinical Research (Head: Professor Dave Moore)

The Department of Clinical Research addresses infectious diseases of major public health importance in developing countries. Activities include trials of new therapies, vaccines and educational interventions; the development of new diagnostic tests; studies to elucidate the immunological and molecular correlates of pathogenesis and protective immunity, and to identify genetic polymorphisms conferring protection or susceptibility to infectious diseases; health services research which aims to identify the most efficient and cost-effective way to deliver health care; and health policy analysis. In addition to our many overseas collaborations, we have close links with the Hospital for Tropical Diseases, in purpose-built accommodation on the main UCL Hospital campus, five minutes walk from the School. The Wellcome Trust Bloomsbury Centre for Global Health Research is based in the Department, and supports Clinical Fellows at all levels, most of whom are based overseas.

The Department's main research interests include HIV and related infections; in particular, the interaction between HIV infection and tuberculosis, and other sexually transmitted diseases; malaria; trachoma; leprosy; diagnostic tests for resource limited settings; eye health; disability; and travel medicine.

Teaching

LSHTM offers 20 one year full-time taught programmes leading to the Master of Science (MSc) degree of the University of London and the Diploma of the London School of Hygiene and Tropical Medicine (DLSHTM). The Faculty of Infectious and Tropical Diseases runs or contributes substantially to nine of these MSc programmes. In addition, the Faculty is responsible for the three-month Professional Diploma in Tropical Medicine and Hygiene and the Professional Diploma in Tropical Nursing. The Faculty also offers a range of specialist short courses lasting usually one or two weeks. LSHTM offers a further six MSc programmes by Distance Learning, with the Faculty responsible for the MSc Infectious Diseases.

Research Training

The School offers two doctoral training programmes. The MPhil/PhD degrees are designed for those who wish to go on to a full time research career. The DrPH is directed towards those who expect their careers to be more in the practice of public health.

The International Centre for Eye Health (Director: Prof. Matthew Burton)

The [International Centre for Eye Health](#) (ICEH) is a research and education group based at the London School of Hygiene & Tropical Medicine.

Our Vision: Improving Eye Health Worldwide

Our Mission: To improve vision and eye health worldwide; working in partnership to achieve excellence in research, education, capacity development and translation of knowledge into policy and practice.

Our Strategic Approach: To be a world-leading academic centre and collaborative network for global eye health that delivers:

- Research – that translates impactfully into policy and practice

- Education and Knowledge Sharing – that equips and informs eye health leaders and personnel
- Capacity Development – that strengthens and motivates the workforce and transforms the eye health system

Our Values:

- Excellent and innovative in our work
- Respectful, encouraging and inclusive in our relationships
- Collaborative in our approach
- Clarity and openness in our communications

ICEH has trained clinicians and health care professionals from many countries, particularly in Asia and Africa. Through its [MSc in Public Health for Eye Care](#) and PhD programmes, ICEH has been instrumental in training many of the leaders in eye health in low- and middle-income countries across the world today. In 2006 ICEH / the London School of Hygiene & Tropical Medicine was awarded a Queen's Anniversary Prize for Higher and Further Education for "Reducing blindness worldwide". Over the last five years the ICEH has coordinated the [Commonwealth Eye Health Consortium](#) and is the lead organisation for the [Lancet Commission on Global Eye Health](#). The team, in partnership with colleagues in many different countries, typically produce more than 100 peer-reviewed research publication per year.

Project information

Project 1: NIHR has funded a £4.3 million programme for 'Preventing childhood blindness through integration of eye health into child health policies and systems'.

The consortium will refine and evaluate an integrated child eye health systems model (hereafter called "the model"), as a sustainable and scalable approach to reduce avoidable blindness in young children by increasing access to primary eye care in Tanzania and Nepal.

Project 2: GiveWell and the Founder's Pledge have funded ICEH \$4.8 million to conduct the **EARN Trials**: Economic Advantages of Readers for Near vision.

The EARN research programme involves two separate randomized controlled trials which will test the hypothesis that the provision of near vision glasses to people of working age with presbyopia leads to economic wellbeing – measured in terms of household expenditure and income. The trials are being conducted in India and Kenya.

Project 3: Vitamin B3 and glaucoma in West Africa: Is there a link between dietary Vitamin B3 intake and B3 metabolites in serum and white blood cells, and primary open angle glaucoma in 2 regions of Nigeria?

This study, funded by Velux Stiftung will measure levels of NAM and NAD in the serum and WBCs of patients with glaucoma and a control group of people with no glaucoma in Nigeria. In the same individuals, we will estimate dietary intake of vitamin B3 using a 24-hour dietary recall questionnaire. This is the first time that research into vitamin B3 metabolites and glaucoma will be conducted in West Africa or any other low- or middle income population.

Main Duties and Responsibilities

Project Management

- Contribute to the management and strategic development of the projects in your portfolio and assist PIs to achieve the objectives on time, within budget, and in scope.
- Provide significant input into the short and longer-term planning of the projects including as a member of the Project Management Team.
- Develop project management tools to maintain, track progress, and report against overarching project plans that incorporate objectives, activities, project partners, project dates, and key milestones.
- Identify and manage potential financial risks for projects in a timely manner, providing solutions for any risks and keeping the relevant stakeholders informed.
- Monitor staffing needs within projects, advise PIs on funding/staffing shortfalls and jointly provide a workable solution.
- Liaise with the research contracts office to organise funding agreements, payment from funders, and monitor and report to funder in timely manner.
- Liaise with research contracts office to organise Partner agreements, payments to Partners, and monitor financial reports from Partners in timely manner, following LSHTM procedures on required documentation and audit trail.
- Establishing and maintaining good working relationships with partner institutions and funders.
- Organise meetings within LSHTM and with partners, whether tele- or videoconference calls or face-to-face meetings, including room booking, travel, catering and logistics. Draft minutes and supporting papers for these meetings.
- Organise regular financial and administrative project meetings at LSHTM, and record and disseminate key points and outcomes from the meetings.
- Give presentations at project meetings, including on the project budget and finances, dealing with any questions regarding financial, governance or administrative matters.
- Organise international project management meetings, symposiums and project dissemination events.
- Travel to project partners as required to provide training and support in project management (India, Kenya, Nepal, Tanzania for up to a week in each country).
- Update reports, newsletters, proposal submissions, website, and group news as and when required.

Financial Management

- The post will be responsible for the strategic management and control of budgets within their portfolio, ensuring all procedures are in line with LSHTM regulations, liaising with the School's Research Operations Office and the School's Finance Office.
- Ensure appropriate allocation of project funds between LSHTM and partner institutions, and assist the contracts office in negotiations, liaising with the Schools Research Operations Office and the School's Finance Office.
- Liaise with collaborators and LSHTM support teams over contract agreements, expenditure and financial reporting to ensure smooth processes, including keeping up-to-date on funder's terms and conditions on expenditure and reporting.
- Produce, in co-operation with the Research Operations Office, regular financial reports for funders, and answer queries from the Research Operations Office, finance department, and PIs on all budget matters, including anticipated or actual expenditure.

- To be the primary source of advice for the PIs on all matters relating to management and allocation of financial resources.
- To be responsible for drafting and updating project budgets and preparing budget statements.
- To assist budget holders, including those in LMIC partner institutions, to monitor income and expenditure.
- To be responsible for supervision and surveillance of all expenditure against budget and activities (day-to-day expenditure may be devolved to nominated budget holders).
- Develop and maintain systems and templates to monitor project budgets, forecast and ensure that key financial information can be provided quickly and efficiently, e.g. for budgeting, financial reporting, responding to funder and collaborator queries.
- Prepare ad hoc summaries of project finances for the PIs, strategic management teams and the funders as needed.
- Ensure partner payments are in line with contractual agreements and have detailed financial and narrative reports.
- Oversee reimbursement of expenses, check appropriate receipts and supporting documents against available budget making sure that there is an audit trail.
- Proactively manage the project budgets, maintain accurate financial records, draft budget justifications, budget re-profiles, uplifts and extensions.
- Understand and adhere to the School's Financial Regulations and funder regulations.
- Arrange for the transfer of payments to collaborators and manage payments against an approved payment profile.
- Obtain quotes from suppliers, process orders and coordinate shipment of equipment and other supplies to overseas sites, including liaison with recipient, procurement and courier companies.
- Prepare and collate material for research grant applications; create RCP costings, complete funders' web-based forms and ensuring that applications are submitted according to the regulations of the funder.
- Adhere to school finance policies and processes.

Monitoring & Reporting

- Develop, implement and maintain appropriate mechanisms to track project progress and report against key milestones, targets, and deliverable dates.
- Develop, implement and maintain a reporting system for partners to include templates to report back to funders.
- Regularly communicate project progress to the PIs, ICEH Leadership Team and other project staff, and the funders.
- Draft project monitoring reports.
- Contribute to the funder monitoring, progress and evaluation report as required.

Internal Communications and Information Management

- Ensuring the project teams function as a cohesive unit through effective communication with academics, implementers and administrative staff within collaborating institutions.
- Develop and maintain an internal communications policy and system to ensure that staff and collaborators are regularly informed about the objectives, activities and outputs of the projects.
- Systematically organise and manage project information pertaining to finance, contracts, staff, reporting, and outputs.
- Be responsible for maintaining a system for tracking upcoming grant opportunities in liaison with the ICEH Director and Operations Manager and be responsible for communicating this to the rest of the ICEH team members via newsletters.

- Develop appropriate reporting processes and structures, monitor these for the PIs, compile information from all project workstreams and consolidate this into the most appropriate format for presentation to project staff, project members, funders, and other audiences. Excellent written communication and organisational skills are required.

External Communications

- Work closely with the ICEH Communications Officer to raise the profile of the research project work you are responsible for to both country and international audiences.
- Assist the Communications Officer to explore opportunities for public engagement and scientific communication of the projects and key findings through social media and other outlets, including assistance with the preparation and submission of proposals for funding of public engagement activities.
- Maintain webpages, including updating project information and other communications materials.
- Act as the primary point of contact for the projects for staff, students, visitors, collaborators etc. responding promptly to requests or referring as appropriate.

Initiative and Problem Solving

- Use initiative in dealing with unexpected situations, proactively rather than reactively.
- Able and confident to handle problems and make decisions in the absence of the PIs.
- Contribute to strategic/management decisions.
- Work independently with minimal supervision and able to use initiative.
- Develop and maintain a project risk register using a RAG system, to identify and manage potential risks to the project in a timely manner.
- Identify or anticipate problems that may arise within the areas of administration/financial management, and propose solutions.
- Share knowledge, skills and experience and advise and train junior members of staff and assist to resolve complicated problems where solutions are not always obvious.
- Regularly be expected to solve standard problems by following set procedures/guidelines, for example, responding to queries from the Principal Investigators, team members, collaborators and Professional Services.
- Determine when appropriate to escalate issues to the ICEH Leadership Team, PIs, Research Team or someone with specialist knowledge.
- Be expected to use initiative and creativity to identify and solve more unusual problems; interpreting school and funder policies and procedures and assessing the consequences of various courses of action.
- Identify funding opportunities for future research, advise on internal and external guidelines and how cost recovery can be maximised.

Staffing

- Line manage at least one Project Coordinator (Professional Support Grade 5).
- Assist in the recruitment process for new staff members, including drafting job descriptions and HERA job evaluations, arrange interviews and participate in short-listing/interview panels as appropriate.
- Pro-actively identify where there are staff funding short-falls, making recommendations to the Operations Manager.
- Prepare Payroll Funding Variation Forms (PVFs) independently across multiple academic staff and projects to extend staff contracts and change funding or full time equivalent (FTE).

- Assist in the induction and training of new staff or temporary administrative staff within the group.

Other responsibilities

- Key member of the projects' strategic management teams.
- Be active in EDI activities within ICEH and at LSHTM
- Attend and/or contribute to working and steering groups, consultations and other meetings at Department, School and Faculty level as required.
- Act as an informal 'mentor' to new members of project administration staff on the project, the Department and wider Faculty, and in the wider School in respect of specific knowledge of particular funders.
- Guide partner institutions, where appropriate, to enhance their grant management and administration experience to enable participation in grant development and contracting, encouraging knowledge sharing between LSHTM and partners.
- Provide cover during absence of the Operations Manager and other Professional Support Staff, including dealing with queries, attending meetings and making urgent decisions if required.
- Contribute to general activities of the Department and School that help to promote the objectives of LSHTM.
- Assist PIs in submitting articles to peer-reviewed journals (checking journal requirements, formatting papers appropriately using relevant software eg EndNote etc.).
- Undertake other duties related to the post as requested by the line manager.
- Adhere to Faculty and School policy and procedures at all times.

Additional Information

The role holder of this post would be required to be in the London office 2 days per week on specified days and as and when required.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none"> Higher education to degree level or equivalent or extensive relevant project management experience. Relevant professional qualification or training in Project Management and finance. Evidence of continuing professional development including regular attendance on internal and external study programmes. 	E D E
Experience	<ul style="list-style-type: none"> Proven significant experience of managing large complex multi-million-pound projects with multiple partners and multiple workstreams, including developing, negotiating budgets, monitoring expenditure and variance, and producing projections and reports in a variety of formats. Proven experience of providing comprehensive and proactive high-level administrative support in Higher Education (or a similar environment). Proven ability to design and implement complex project management and financial monitoring systems with the purpose of meeting set deliverables. Previous contribution to all aspects of the project management life cycle including submission of funding proposals and budgets, managing project finances and operations, and developing and maintaining project management documentation and systems. Proven ability to coordinate and prioritise a heavy workload, assess priorities, meet multiple conflicting deadlines and manage expectations Proven experience of line management and/or development and training of other team members 	E E E E E

	<ul style="list-style-type: none"> • Excellent relevant IT skills (e.g. MS Word and Excel) and willingness to learn new software packages (including referencing software, Research Costing & Pricing Tool). • Relevant experience of managing global health research projects in low-income country settings. • Experience of developing and implementing communications strategies. • Experience of working with NIHR, a variety of overseas funders and working in foreign currencies. 	E E D D
Knowledge	<ul style="list-style-type: none"> • Financially literate with sound knowledge of budgeting methodologies and resource management concepts • Ability to present financial and other information in a clear logical format • Understanding and experience of appropriate monitoring and evaluation methods and tools appropriate to global health research grants • Knowledge and interest in health, international development, community participation and global health 	E E D D
General	<ul style="list-style-type: none"> • Excellent written and oral communication skills including proven ability to present financial and other information in a clear and logical format and draft documentation. • Proven ability to be proactive, assess priorities, work under pressure to tight deadlines and manage workload without supervision. • Proven ability to use initiative and judgement to anticipate and solve problems and to propose and implement ways of working more efficiently or effectively. • Understanding of EDI issues and involvement in related areas of work • Excellent interpersonal and communication skills (oral and written), politically aware, and with an appropriate communicative style. • Ability to work independently and as part of a team including contributing to the development of others in the team • Excellent interpersonal skills including the ability to establish and maintain effective working relationships with all colleagues, counterparts and academic staff in 	E E E E E E

	<p>collaborating institutions, individuals from different backgrounds and cultures, together with the ability to communicate effectively and negotiate at all levels.</p> <ul style="list-style-type: none"> • Experience and ability to recognise and deal effectively with potentially sensitive situations, and able to exercise discretion in handling confidential matters. • Ability to use initiative to overcome challenges, and work flexibly in response to shifting priorities. • Experience of living or working in a low-middle-income country • Ability to organise their own work, and that of others, effectively to deadlines and exercise initiative and sound judgement. • Willingness and flexibility to undertake visits to partner institutions and other UK or non-UK travel. 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
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E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: September 2025

Salary and Conditions of Appointment

The post is fixed term and available from 01 January 2026 for two years (with likely extension) and available full-time, 1 FTE. The post is funded by NIHR, GiveWell/Founder's Pledge and Velux Stiftung. The salary will be on the LSHTM salary scale, Grade 6 scale in the range £45,728 - £51,872 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance. The role holder of this post would be required to be in the London office 2 days per week on specified days and as and when required.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum job classification, skill level, salary or qualification requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.