

Project Manager – Genomic Sequencing

Focus: Laboratory Coordination & Network Operations

Position Summary

The Project Manager is responsible for the operational execution of an international genomic surveillance strategy within the GeoSentinel Network. This role will combine technical laboratory understanding with strong project and network management skills. The Project Manager will serve as the central coordinator for laboratories, sites, contracts, and regulatory processes.

This work will be in coordination with the U.S. Centers for Control and Prevention (CDC) and aims to modernize existing public health surveillance systems to include advanced molecular diagnostic detection and metagenomic next-generation sequencing (mNGS). GeoSentinel (a collaboration between CDC and the International Society of Travel Medicine) is a global clinical-care-based surveillance and research network of travel and tropical medicine sites that monitors infectious diseases and other adverse health events that affect international travelers. The network has been awarded funds to focus on molecular and genomic pathogen identification in ill returning travelers. The current phase of work will prioritize travelers presenting with febrile or respiratory illness that remain undiagnosed following routine evaluation. The planned methodology involves collection of clinical specimens from patients without a diagnosis at GeoSentinel sites for further multi-pathogen molecular testing, followed by metagenomic, pathogen-agnostic testing if needed. Results will be rapidly integrated with other national and international surveillance efforts, including those led by the CDC, to strengthen pathogen detection and biosurveillance capacity.

This is a full-time position and is intentionally not purely administrative; it requires familiarity with laboratory workflows, multi-site coordination, and the

practical realities of establishing a global testing and data-sharing network. The annual salary range for this position is 110,000 USD to 118,000 USD. The actual offer will be determined based on specific experience, skill set and qualifications.

Our preference is for candidates available immediately. The current award supports employment through **August 30, 2027**, with the possibility of extension contingent on additional funding.

Key Responsibilities

Project & Network Management

- Coordinate day-to-day implementation of the project across participating GeoSentinel sites and laboratories.
- Serve as the primary operational point of contact for laboratories performing sequencing and related bioinformatics analyses.
- Track milestones, deliverables, timelines, and dependencies to ensure objectives are met within the project period.

Laboratory & Technical Coordination

- Work closely with participating laboratories to assess capabilities, turnaround times, costs, and technical requirements.
- Facilitate onboarding of laboratories, including alignment with protocols and data standards.
- Support troubleshooting of laboratory, logistics, or workflow issues in collaboration with the Project Director.

Regulatory, Contracts & Agreements

- Coordinate preparation and execution of Institutional Review Board (IRB) submissions, service contracts, material transfer agreements (MTAs), and data use agreements (DUAs) across GeoSentinel sites and laboratories.
- Liaise with GeoSentinel leadership and administrative staff to ensure compliance with institutional and funder requirements.

- Maintain documentation related to regulatory approvals and contractual obligations.

Data & Operations Integration

- Coordinate data flows between GeoSentinel sites, laboratories, and external partners (e.g., CDC), in alignment with approved protocols.
- Ensure operational alignment with data security, anonymization, and governance requirements.
- Support integration of laboratory outputs with GeoSentinel data systems and external aggregation platforms.

Communication & Reporting

- Provide regular operational updates to the Project Director and GeoSentinel leadership (Scientific Advisory Council).
- Prepare summaries of progress, challenges, and resource needs.
- Support preparation of reports and documentation required by funders or partners.

Required Qualifications

- Master's degree or higher in microbiology, molecular biology, public health, laboratory sciences, or a related field.
- Demonstrated experience working in or closely with laboratory settings, particularly molecular or genomic laboratories.
- Experience coordinating multi-site projects, research networks, or collaborative studies.
- Working knowledge of research contracting, IRBs, MTAs, and DUAs processes.
- Strong organizational, communication, and problem-solving skills.
- Demonstrated experience working in or closely with laboratory settings, particularly molecular or genomic laboratories.

Preferred Qualifications

- Prior experience with whole genome sequencing or metagenomics projects.

- Familiarity with international research collaborations and cross-border sample transfer and data workflows.
- Experience working with public health agencies or large surveillance networks.

How to Apply

Applications will be accepted through 10 June 2026. Following the application deadline, all submissions will undergo an initial review using standardized evaluation criteria to ensure a fair, objective, and consistent assessment process. Selected candidates will advance to a formal interview process, which may include multiple rounds of structured interviews, skills or project-based assessments, and reference checks. Final selection decisions will be based on overall qualifications, demonstrated experience, interview performance, and alignment with the needs and goals of the project/organization.

Interested candidates should submit a cover letter and current CV to Jaclyn Simon at jsimon@istm.org no later than 10 June 2026. The cover letter should outline the candidate's relevant experience, qualifications, and interest in the position.

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