



### **Job Advertisement (Regional Evaluation Coordinator): 1 Position Only**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **Regional Evaluation Coordinator**. The successful candidate will be required to travel a lot within **Eastern and Western Uganda**. The Successful candidate will be reporting to the Study Coordinator.

#### **Duties and Responsibilities**

- Provide leadership for the PBO Net Study Regional office, and maintain communication and links with the study coordinator and investigators.
- Manage approximately 17 staff members based at the Regional office, and oversee staff at associated Field offices.
- Participate in hiring, training and line-management of the field staff in collaboration with the study coordinator and investigators.
- Participate in sensitization activities for the PBO study within the region, in collaboration with the district and sub-county leadership and other stakeholders.
- Oversee the management and implementation of the PBO study activities at the Regional sites in collaboration with investigators and other coordinators.
- Oversee all field activities at the assigned Regional office, and associated Field offices, including the cross-sectional community survey, entomology survey, transport of specimens, procurement and distribution of supplies, and storage of data and supplies.
- Support data collection and data entry, in collaboration with the data management team, investigators and other coordinators.
- Maintain data in a confidential manner as per established Good Clinical Practice guidelines.
- Participate in the preparation and distribution of study reports, in collaboration with the data management team and investigators.
- Participate in report writing, data analysis and manuscript preparation.
- Take part in regular team meetings.

#### **Key Result Areas**

- a) Leadership, Supervision of staff and Team management
- b) Implementation of study activities including surveys and other field work,

- c) Data Management including collection and Analysis
- d) Report and manuscript writing
- e) Storage and maintenance of study documents including consents and other regulatory files.

**Qualifications and other desirables for the job:**

- Bachelor's Degree in Medicine
- A Master's Degree (Epidemiology, Public Health, or similar discipline)
- Training in Human Research Subject Protection and Good Clinical Practice
- Willing to be based up-country, mainly in Eastern Uganda
- Excellent communication, organizational and interpersonal skills
- Ability to work independently, and under stringent deadlines
- Experience coordinating clinical trials and/or operational research studies
- Experience supervising large field teams
- Experience with MS Excel, Access and/or STATA data analysis software
- Ability to speak at least one local language commonly used in Eastern Uganda

**Send applications to:**

**The Human Resource Manager  
Infectious Diseases Research Collaboration (IDRC),  
P. O Box 7475, Kampala, 2C Nakasero Hill Road OR  
IDRC Tororo Office at the Tororo District Hospital OR  
IDRC Mbarara Office Opposite Lake View Hotel OR  
IDRC Mbale Office on Plot 35 Masaba Road OR  
IDRC Busia Office at Masafu General Hospital OR  
IDRC Fort portal Office Kagote Division, Kabafumu Road OR  
IDRC Jinja Bugembe Office next to Uganda Prisons.**

**ADDITIONAL IMPORTANT COMMENTS:** Please note that failure to comply with the below will render your application invalid for this process.

1. All applications must be delivered to any of the IDRC offices mentioned above on or before **5:00pm, Friday 5<sup>th</sup> April 2019**.
2. All applications must be accompanied by the following at the time of submission: Current CV, typed application letter, 1 or 2 reference letters from current or previous supervisor (s) and or employer and copies of academic certificates.
3. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
4. Applications cannot be amended following submission.
5. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER in less than 1 week after the deadline of this advert.