



RE-ADVERTISED: STUDY COORDINATOR (1)

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **STUDY COORDINATOR** for the TB Screening Improves Preventive Therapy Uptake (TB SCRIPT) Trial. This is a Kampala based position.

Duties and Responsibilities

The Study Coordinator will work with a team of Ugandans as well as international project collaborators to give scientific and administrative oversight of the TB SCRIPT Trial activities.

Study Coordinator responsibilities include:

- Developing and maintaining study protocols, preparation of questionnaires/data collection forms, visual aids, informed consent documents, institutional review board (IRB) approvals;
- Overseeing implementation of the study activities including screening, and enrolment of participants;
- Provide on-site monitoring and supervision of study staff across the 4 enrollment sites in Kampala
- Generating and sharing weekly reports and updating Team members and collaborators on study progress;
- Monitor and document suspected adverse events and protocol violation reports and data queries as laid out in the study protocol and SOPs;
- Schedule and coordinate study related conference calls with the Investigators;
- Coordinating data collection and cleaning;
- Review requisitions for supplies, services and funds to run the TB SCRIPT Trial and ensure that the necessary supplies and logistics needed to run the study are in place;
- Develop and track the study budget, payments, and accountabilities;

- Supervise, appraise staff and monitoring staff performance and output on the TB SCRIPT Trial;
- Arrange for, coordinate and facilitate structured continuous protocol trainings of the study staff;
- Develop periodic works plans for the study;
- Participate in preparing data for presentation/publication
- Responsible for maintaining the good image of IDRC/TB SCRIPT Trial at both internal and external fora.
- Ensure that the organization's property under his/her care are appropriately utilized and well maintained.

Required qualifications and other desirables for the job:

1. Bachelor's degree in Medicine and a Master's Degree in Public Health or a related field with a valid annual practicing license
2. Prior experience working as a **Study Coordinator** on trials and/or longitudinal studies for a minimum of 2 years
3. Good working knowledge of TB and HIV care and treatment
4. Possess a GCP and HSP certificate
5. Demonstrate Fluency in spoken and written Luganda.
6. Knowledge of Microsoft Office (Word, Excel, Power Point)
7. Demonstrate experience with management of data especially with quantitative data management packages (e.g., STATA).
8. Excellent communication, organizational and interpersonal skills
9. Ability to work under stringent deadlines and to work independently
10. Excellent attention to detail

How to apply:

Submit your applications using this link on the IDRC website: <http://idrc-uganda.org/careers.html>

ADDITIONAL IMPORTANT COMMENTS:

1. All applications must be submitted on or before **Friday, 1st July 2022 at 5:00 pm.**

2. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.

3. Applications cannot be amended following submission.

4. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.