



### **JOB OPENING: PROJECT ASSISTANT (3 POSITIONS)**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire suitable candidates for the position of Project Assistant **to be based in Western & Northern Uganda (field sites)**.

The Successful candidates will be reporting to the **Monitoring & Evaluation Coordinator**.

#### **Duties and Responsibilities: The Project Assistants will perform the following roles;**

- Entering all data for and ensuring that all the data entered is clean
- Work with clinicians to observe good medical record keeping practices
- Opening and maintaining a line of communication with clinicians, hospital administrators and other staff on matters such as; Data quality, Completeness of inpatient admission record forms and MRFs and performing lab tests on eligible patients
- Represent the project on site, provide feedback to the Central Team on any emerging issues and ensuring smooth operation on site
- Provide accountability of monthly site support
- Generate reports of simple indicators, and post them on site on a monthly basis
- Oversee safe storage of samples at the site prior to transportation to Kampala
- Sharing with Clinicians' results of tests (blood culture, viral serology) done in Kampala, or UVRI.
- Monitoring and ensuring that Medical Record Forms (MRF) are accurately completed by the clinicians
- Work with the clinical and laboratory staff to improve on the malaria testing rates at the sites.
- Work closely with the hospital Health Information Assistants to improve on the HMIS data quality, completeness and reporting.

- To carry out malaria death audits at the sites
- Overseeing, requesting of all the assorted supplies and consumables required for executing one of the IDRC programs.
- Overseeing the transportation of the blood culture samples with support of the focal persons.
- Perform data abstraction and entry from various source documents to study documents and the computer.
- Respond to periodic data queries generated and participate in data cleaning.

### **Key result areas**

1. Follow up of participant results & share the information with clinicians.
2. Real time data entry
3. Accurate and timely resolution and response to data queries
4. Weekly project reports.
5. Transportation of blood cultures
6. Ordering and Monitoring of project supplies

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

1. A Bachelor's degree in Humanities or any related field from a recognized institution.
2. Must have at least 3 years project/field experience in data collection, entry and handling study participants.
3. Must have excellent Computer skills (data management).
4. Must possess excellent communication skills and should be flexible to suit changing needs of the project that may include but are not limited to long working hours.
5. Good time management, planning and prioritization skills and ability to multi-task.
6. Excellent administrative skills and ability to problem solve under minimum supervision
7. Good understanding of both English and local languages spoken in Northern and Western Uganda.
8. Must be a person of integrity

9. Ability to work and live in the rural areas of Northern and Western Uganda.
10. Excellent teamwork and interpersonal skills and ability to develop and maintain good working relationship with patients, health workers and colleagues.
11. Must be dynamic, self-motivated, demonstrate high initiative and be persuasive.

**How to apply: Typed letters of application together with current CV plus copies of academic certificates should be delivered 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 on Ntare road off Nkokonjeru junction 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.**

This advert can also be found on the IDRC website [www.idrc-uganda.org](http://www.idrc-uganda.org) and all social media sites.

**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 on or before **5:00pm, Friday, 21<sup>st</sup> December 2018.**
2. All applications must be accompanied by the following at the time of submission: Current CV, typed letters of application, contact details of three work related referees 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.