



JOB OPENING: A CLINICAL OFFICER

The Infectious Diseases Research Collaboration (IDRC) seeks to hire suitable candidate for the position of a **Clinical Officer** for the DIPT-2 project to be based South Western Uganda specifically Rugazi Health Centre in Rubirizi district. The Successful candidate will be reporting to the **Study Coordinator**.

Duties and Responsibilities:

1. Recruitment and consenting of study participants at the study sites in accordance with the study protocol
2. Verbally administer questionnaires to participants and record response in a computer program;
3. Assess participants for symptoms of active TB, and order chest X-rays, and Xpert tests as needed
4. Place and read a tuberculin skin test (TST) on participants
5. Assess participants for hepatotoxicity and any other medication side effects, manage side effects and record and report any serious adverse effects using a CRF and AE forms
6. Assess participants for symptoms of hepatotoxicity and other medication side effects using a CRF and AE forms to report AEs;
7. Work with the study coordinator and the pharmacy technicians to manage medication refills and download adherence data from the electronic adherence monitoring system (MEMS);
8. Distribute incentives/prizes to participants based on test results per study protocol;
9. Manage and disseminate results to participants and his/her authorized healthcare provider;
10. Perform clinical chart review for data collection;
11. Work closely with the Project Coordinator to monitor protocols and interview strategies;
12. Participate in weekly meetings with the study staff and Principal Investigator;

13. Store all files in a protected file cabinet in the study offices, and maintain participant confidentiality;
14. Provide weekly progress reports of study work to the study staff and Principal Investigators;
15. Respond to any participants queries and provide timely follow up of the study participants for the subsequent visits
16. Ensure participant safety and confidentiality throughout the study
17. Ensure subject retention and tracking including contacting patients and, if necessary, tracking them at home;
18. Lead the team at the study site and provide advisory roles to the other members of the team at the site
19. Ensure strict adherence to the protocol according to international standards and report any potential deviations to the study coordinator in a timely manner
20. Participate in data quality assurance and ensure all necessary documents are filled adequately and satisfactorily including weekly review of entered data

Key result areas

1. Participants correctly screened, evaluated, enrolled and followed up
2. Proper identification and reporting of adverse events
3. Appropriate patient management
4. Accurate and timely entry of all data and resolution of data queries
5. Adequate coverage of the study clinic
6. Excellent team work and interpersonal skills

Qualifications and other desirables for the job:

1. A Diploma in Clinical Medicine and Community Health from a recognized institute.
2. Must be registered with the Allied Health Professional's council
3. Must have at least 2 years of working in a research setting
4. Must have Evidence of GCP/HSP training
5. Should have additional training in HIV and related infectious diseases.
6. Integrity and ability to develop a good working relationship with patients
7. Must have knowledge of research ethics.
8. Excellent knowledge (both oral and written) of Runyankole/ Rukiga languages.

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 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, Wednesday 22nd August 2018.**
2. All applications must be accompanied by the following at the time of submission:
 - a) Current CV (Use Word or PDF format only for email submissions; photos are not allowed).
 - b) Typed letters of application (Use Word or PDF format only for email submissions; photos are not allowed)
 - c) The contact details of three work related referees
 - d) Copies of academic certificates (Use Word or PDF format only for email submissions; photos are not allowed):
3. If you are applying by mail, PLEASE WRITE YOUR NAME & THE NAME OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
4. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
5. Applications cannot be amended following submission.
6. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.