



RE-ADVERTISED POSITION: CLINICAL SERVICES COORDINATOR

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **Clinical Services Coordinator** for the SEARCH Phase II project to be based in South Western Uganda (**Mbarara**) with frequent travels to the study sites. The Successful candidate will be reporting to the **Programme Manager**

Duties and Responsibilities

1. Coordinate linkage, screening and enrolment of study participants at SEARCH study sites including PrEP, ART and NCDs participants.
2. As a lead clinician, provide consultative clinical service for study participants and general patients attending SEARCH clinics. Responsible for seeing all study participants who are referred by the clinical officers via phone or in person and coordinates referral of special cases to clinical management team (CMT) and specialist when and if necessary
3. Coordinate all the regulatory work concerning the study particularly ensuring that all the SOPs and the protocol are followed to the last detail.
4. Develop essential study documents and protocols, formulate training materials, coordinate and conduct the trainings of these documents to study staff.
5. Monitor and compile adverse events (AE) and protocol violation reports through clinical evaluation of study participants who may have complaints of possible adverse event and adjudicate whether their symptoms and physical exams meet the criteria for adverse events and side effects.
6. Responsible for ensuring that all the research data are collected and case report forms are filled appropriately.
7. Coordinate data extraction of the fraction of the participants receiving care at Non SEARCH sites. Respond to all Data cleaning queries about the study.
8. Arrange for and facilitate continuous professional development (CPD) of the supervised staff and other research assistants that require clinical related training.
9. Work as the liaison coordinator between IDRC/SEARCH and participating District Local Governments & Implementing Partners personnel. In consultation with the supervisor may be delegated to represent SEARCH/IDRC at meetings with implementing partners including community Advisory Boards (CAB),
10. Liaise with procurement department to quantify consumption and ensure that the necessary supplies and logistics needed to run the study are in place. Works with the pharmacist in ordering of drugs using consumption data collected from study sites.
11. Develop periodic works plans and budgets for clinical services
12. Prepare periodic study progress reports to present at local and extra-mural meetings

- including providing interim updates to the study investigators accordingly.
13. Responsible for maintaining the good image IDRC/SEARCH at both internal and extramural fora. Ensure that the organization's properties under care like buildings, study equipment, patient care tools, furniture and automobiles are appropriately utilized and well maintained.
 14. Provide technical guidance and supervision to the Clinical Officers, Nurses and Trackers.

Key result areas

1. Excellent team work
2. Excellent communication skills (both oral and written) with strong management and analytical skills.
3. Must be dynamic, self-motivated, demonstrate high initiative and be persuasive.
4. Fluency in Runyankole and or other languages spoken in South-Western Uganda.
5. Excellent report writing skills
6. Skills in of MS office Computer packages
7. Ability to work in a rural setting

Qualifications and other desirables for the job:

1. MBChB and a Masters degree in Public Health is an added advantage
2. A minimum of 3 years' working experience in HIV research and at least 2 years' experience coordinating research activities
3. Experience in PrEP research is an added advantage
4. Good knowledge of HIV /AIDS prevention, treatment and care service delivery
5. Practical experience of working with DHOs and Community level Health structures in HIV.

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 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.

Applications can be submitted to HR@idrc-uganda.org . 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 those who have previously applied for this position, need not re-apply.

2. All applications must be delivered on or before **5:00pm, Monday 22nd January 2018**.
3. 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):
4. If you are applying by mail, PLEASE WRITE YOUR NAME & THE NAME OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
5. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
6. Applications cannot be amended following submission.
7. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.