



JOB OPENING: MEDICAL OFFICER

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of a **Medical Officer** for the **RAPID Viral Load project** to be based Mbarara with frequent travel to project sites in the various South Western Uganda districts. The Successful candidate will be reporting to the **Programme Manager**.

Duties & Responsibilities

1. Conduct screening and enrolment processes of study participants at multiple study sites.
2. Responsible for research data collection from the study clinics through data extraction and direct participant interviews on both paper and electronic case report forms.
3. In liaison with the facility head, provide quality improvement, support supervision and training of the clinic staff
4. Supervision of RAPID-VL staff and liaising with other study staff at multiple Health facilities and the IDRC office in South Western Uganda.
5. Ensure that all the SOPs and the protocol are followed to the last detail. Develop essential study documents, formulate training materials, coordinate and conduct the trainings of these documents to study staff.
6. Monitor and compile suspected adverse events and protocol violation reports/data queries as laid out in the study protocol and standard operating procedures.
7. Work as the liaison between IDRC, the RAPID-VL project and participating District Local Governments & Implementing Partners personnel.
8. Oversight of site budget including reviewing staff requests, approving project expenditures including but not limited to fuel vouchers, participant re-imbursments etc
9. Review of requisitions for supplies, services and funds to run the RAPID-VL Project
10. Liaise with Lab & procurement Teams to quantify consumption, ensure that the necessary supplies and logistics needed to run the laboratory component of the study are in place.
11. Prepare periodic study progress reports to present at local and extra-mural meetings including providing interim updates to the study investigators accordingly.
12. Responsible for maintaining the good image of IDRC/RAPID-VL at both internal and extra-mural fora
13. Ensure that the organization's properties under care like buildings, study equipment, patient care tools, furniture and automobiles are appropriately utilized and well maintained.

Qualifications and other desirables for the job:

1. MBChB, registered with UMDPC with valid Practicing license
2. 1-2 years HIV research experience is an added advantage.
3. Evidence of GCLP, GCP & HSP training and ability to train others.
4. Candidate must have excellent communication skills (both oral and written), must be dynamic, self-motivated, demonstrate high initiative and be persuasive.
5. Working knowledge of MS office applications
6. Ability to work in a rural setting.
7. Must fluently speak and understand Runyankole/ Rukiga languages (spoken, written and comprehension)

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.

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 applications must be delivered on or before **5:00pm, 21st March 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 or former supervisors
 - 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.