



### **POSITION REQUIRED: REGIONAL EVALUATION COORDINATOR (2 positions)**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire **2 Regional Evaluation Coordinators** (approximately for a period of 20-24 months) to be based in Eastern/Western Uganda.

#### **Duties and Responsibilities**

- Provide leadership for the PBO Net Study Regional office, and maintain communication and links with the study coordinator and investigators.
- Manage approximately 17 staff members based at the Regional office, and oversee staff at associated Field offices.
- Participate in hiring, training and line-management of the field staff in collaboration with the study coordinator and investigators.
- Oversee the management and implementation of the PBO study activities at the Regional sites in collaboration with investigators and other coordinators.
- Oversee all field activities at the assigned Regional office, and associated Field offices, including the cross-sectional community survey, entomology survey, transport of specimens, procurement and distribution of supplies, and storage of data and supplies.
- Support data collection and data entry, in collaboration with the data management team, investigators and other coordinators.
- Maintain data in a confidential manner as per established Good Clinical Practice guidelines.
- Participate in the preparation and distribution of study reports, in collaboration with the data management team and investigators.
- Participate in report writing, data analysis and manuscript preparation.
- Take part in regular team meetings.
- Any other duties as assigned by the immediate supervisor.

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

- Bachelor's Degree in Medicine
- A Master's Degree (Epidemiology, Public Health, or similar discipline)
- Training in Human Research Subject Protection and Good Clinical Practice
- Willing to be based up-country in Eastern or Western Uganda
- Excellent communication, organizational and interpersonal skills
- Ability to work independently, and under stringent deadlines
- Experience coordinating clinical trials and/or operational research studies
- Experience supervising large field teams
- Experience with MS Excel, Access and/or STATA data analysis software
- Ability to speak at least one language commonly used in Eastern Region or Western Uganda

***How to apply:*** Clearly indicate in your application letter *“Application for the post of Regional Evaluation Coordinator”* and state your region of preference *“Eastern Region or Western Region”*.

Send your typed application letter together with your current CV, 2 reference letters from past employers and copies of academic certificates 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.**

This advert can also be found on the website [www.idrc-uganda.org/careers](http://www.idrc-uganda.org/careers)

**Deadline** for receiving applications: **23<sup>rd</sup> December 2016**. Only shortlisted candidates will be contacted in less than three weeks after the deadline of this advert