



### **RE-ADVERTISED POSITION: STUDY COORDINATOR**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **Study Coordinator** for the **Rapid Viral Load project**. The successful candidate will be based in **Mbarara with frequent travels to the field sites in South Western Uganda** and will be reporting to the Investigator.

#### **Duties: The Study Coordinator will perform the following roles:**

1. Charged with scientific and administrative oversight of the RAPID-VL field activities.
2. Coordinate the simultaneous screening and enrolment of study participants at multiple study sites.
3. Responsible for ensuring that all the research data that is collected from the study clinics through data extraction and direct participant interviews on both paper and electronic case report forms are filled appropriately.
4. In liaison with the facility head, provides quality improvement and support supervision trainings and support of the clinic
5. Supervision of staff under the RAPID-VL project and liaising with other study staff at multiple Health facilities and the IDRC office in South Western Uganda.
6. Develop essential study documents such as protocols, SOPs and formulate training materials.
7. Monitor and compile suspected adverse events and protocol violation reports and data queries as laid out in the study protocol and standard operating procedures.
8. Arrange for, coordinate and facilitate structured continuous protocol trainings of the study staff.
9. Work as the liaison coordinator between IDRC, the RAPID-VL project and participating District Local Governments & Implementing Partners personnel.
10. Provide Site budget oversight including reviewing staff requests and budgets, approving project expenditures including but not limited to fuel vouchers, participant reimbursements, and other RAPID-VL study related expenditures.
11. Review of requisitions for supplies, services and funds to run the RAPID-VL Project in South Western Uganda.
12. Liaise with laboratory and the procurement department to quantify consumption and ensure that the necessary supplies and logistics needed to run the laboratory are in place.
13. Develop periodic works plans and budgets. Appropriately manage and account for all allocated resources including logistical supplies and funds.
14. Prepare periodic study progress reports to present at local and extra-mural meetings including providing interim updates to the study investigators accordingly.

15. Responsible for maintaining the good image IDRC/RAPID-VL at both internal and extra-mural fora.
16. 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 key competencies for the job:**

1. Bachelor's Degree in Medicine, and A masters' in Public Health is an added advantage
  2. Must be registered with Uganda Medical and Dental Practitioners Council with a valid Practicing license.
  3. GCP/HSP training is a MUST
  4. A minimum of at least two years HIV experience or coordinating HIV related programs with good working knowledge of HIV /AIDS prevention, treatment and care service delivery.
  5. Practical experience working with District Health Officers (DHOs) and Community level Health structures in HIV Care and Treatment.
  6. Excellent teamwork, communication skills (both oral and written) with strong management and analytical skills.
  7. Knowledge of Runyakore/Rukiga languages (spoken, written and comprehension).
  8. Excellent report writing skills
1. Working knowledge of MS office Computer packages and other data analysis packages.
  2. Ability to work in a rural setting

**Send applications 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, Block 3 Plot 6831 (Ntare Rd, 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 Rd OR**

**IDRC Jinja Bugembe Office next to Uganda Prisons.**

Applications can also be submitted to [HR@idrc-uganda.org](mailto:HR@idrc-uganda.org). This advert can also be found on the IDRC website [www.idrc-uganda.org/careers](http://www.idrc-uganda.org/careers).

**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, Tuesday 6<sup>th</sup> February 2018**.
2. All those who have previously applied for this position, need not re-apply.
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). Hand written applications will not be accepted.
  - c) Copies of academic certificates and or transcripts (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.