



### **POSITION REQUIRED: SURVEILLANCE OFFICER**

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of a **Surveillance Officer** to be based at the Head Office in **Kampala** with frequent travel to the malaria reference centers (surveillance sites)

#### **Job Summary:**

The successful candidate will oversee the smooth running of reference center surveillance sites, participate in opening of new sites, ensure collection, completeness and timely delivery of data from sites and represent IDRC at meetings of the MoH, CDC, IDI, and other key implementing partners. The surveillance Officer will report to the Study Coordinator.

#### **Duties and Responsibilities**

1. Work with the surveillance team in setting up new malaria reference centers at select districts across the country.
2. Work with the surveillance team to oversee administrative management of site activities (current and new malaria reference centers)
3. Oversee the smooth running of surveillance activities at the OPD sites
4. Oversee the collection, completeness and timely delivery of data from sites to the team in Kampala;
5. In charge of setting up a data quality and assurance program for malaria reference centers
6. Work with the Project Manager to produce and distribute progress reports including: 1) weekly/monthly report of key malaria indicators, 2) monthly report of data quality, in a timely manner;
7. Participate in hiring, training and supervision of project staff at the OPD sites;
8. Ensure timely delivery of supplies to the sites
9. Maintain in a confidential manner records according to established priorities and procedures applicable to malaria reference centers
10. Represent UMSP at meetings as required including MoH, CDC, IDI, WHO and other key implementing partners

#### **Key result areas**

1. Set up of functional and model surveillance sites with best practices
2. Progress reports specifically reports of key malaria indicators
3. Data Management/Quality assurance program
4. Training, mentoring and coaching of site staff

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

- Bachelor's Degree in Medicine or health related degree
- Masters in Degree in Public Health/Medicine/ Epidemiology is an added advantage.
- Good knowledge of training, organizing meetings and general administrative duties is a plus.
- Must be self motivated and have high integrity
- 3 years previous work experience in a similar setting will be an added advantage.
- Good computer skills especially with database management and other Microsoft programs
- Good communication and interpersonal skills

**How to apply:** Typed letters of application together with current CV, 2 reference letters from past employers and 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**

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

**Deadline** for receiving applications: **16<sup>th</sup> December 2016**. Only shortlisted candidates will be contacted in less than three weeks after the deadline of this advert