



JOB OPENING: STUDY COORDINATOR (1 POSITION)

The Infectious Diseases Research Collaboration (IDRC) with support from the USAID's Malaria Action Plan for Districts (MAPD) seeks to hire a suitable candidate for the position of **STUDY COORDINATOR** to conduct Therapeutic Efficacy studies (TES) and Net durability (LLIN) studies. The successful candidate will be based in Kampala with frequent trips to the studies sites.

Duties and Responsibilities

- 1) Take lead in writing SOPs and reviewing data collection tools for accuracy and completion;
- 2) Write required reports and ensure regular communication with the Principal Investigator.
- 3) Ensure the study is conducted in accordance with GCP and GCLP.
- 4) Supervising Study staff.
- 5) Training of staff to use and accurately complete the data collection forms.
- 6) Organize and conduct joint supervision of TES/LLIN sites with MAPD consortium partners and other players like MOH, WHO, District Health Teams (DHTs) etc.
- 7) Organize regular meetings with stakeholders to discuss strategy, progress, share, and promote data use.
- 8) Oversee the collection, completeness and timely delivery of data from sites to the head office in Kampala;
- 9) Together with the Data Manager, participate in managing the TES/LLIN database and data quality and assurance program
- 10) Together with the Data Manager, participate in compiling and analyzing data and sharing weekly and monthly reports.
- 11) Work as a liaison between MAPD Consortium partner (IDRC), MOH, WHO and other malaria partners.
- 12) Take lead in setting up new sites at select districts across the country.
- 13) Support MAPD program activities as and when requested

Key Result Areas

- a) **Up to date SOPs and data collection tools**
- b) Stakeholder management and engagement
- c) Accurate and timely management of data and resolution of data queries;
- d) Project progress reports and updates to PI & Programme Manager
- e) Opening TES/LLIN sites
- f) Building a Cohesive Study team;

Qualifications and other desirables for the job:

1. Must have a Bachelor's Degree in Medicine and Surgery with a valid practicing license.
2. Masters of Public Health or equivalent research degree like Epidemiology and Biostatistics is an added advantage.
3. Valid GCP certificate
4. Must have 2-3 years progressive work experience conducting Malaria drug studies
5. Good computer skills especially management of Data
6. Good communication, interpersonal and networking skills

7. Integrity and ability to develop a good working relationship with partners and staff.
8. Ability to operate in a fast and diverse environment

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.

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, Wednesday 4th July 2018.**
2. All applications must be accompanied by the following at the time of submission:
 - Current CV, Typed letters of application, contact details of three work related referees, Copies of academic certificates, Copy of current registration certificate with Uganda Medical and Dental practitioners Council and GCP certificate
3. Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.
4. Applications cannot be amended following submission.
5. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.