



JOB OPENING: STUDY COORDINATOR

The Infectious Diseases Research Collaboration (IDRC) seeks to hire a suitable candidate for the position of **Study Coordinator** for the **Options for Delivering Isoniazid-Rifapentine (3HP) for TB Prevention (3HP Options Trial)**. The successful candidate will be based in **Kampala** and will be reporting to the Principal Investigator.

Duties: The Study Coordinator will perform the following roles:

1. Charged with scientific and administrative oversight of the 3HP Options Trial activities.
2. Coordinate the simultaneous screening and enrolment of study participants.
3. Responsible for ensuring that all the research data that is collected appropriately.
4. Supervision and appraise staff under the 3HP OPTIONS TRIAL and monitoring their performance and output.
5. Participate in the development of essential study documents such as protocols, SOPs and formulate training materials.
6. Monitor and compile suspected adverse events and protocol violation reports and data queries as laid out in the study protocol and SOPs.
7. Arrange for, coordinate and facilitate structured continuous protocol trainings of the study staff.
8. Work as the liaison between IDRC, the 3HP OPTIONS TRIAL project and staff at the participating clinic.
9. Develop periodic works plans for the study.
10. Review of requisitions for supplies, services and funds to run the 3HP OPTIONS TRIAL Project and ensure that the necessary supplies and logistics needed to run the study are in place.
11. Develop and track the study budget, payments, and accountabilities
12. Schedule and coordinate study related conference calls with the investigators
13. Prepare periodic study progress reports to present at local and extra-mural meetings including providing interim updates to the study investigators accordingly.
14. Responsible for maintaining the good image of IDRC/3HP OPTIONS TRIAL at both internal and extra-mural fora.
15. Ensure that the organization's properties under care 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 or Clinical Epidemiology is required
2. Must be registered with Uganda Medical and Dental Practitioners Council with a valid Practicing license.
3. GCP/HSP training is a MUST
4. Experience coordinating HIV/TB studies, clinical trials and implementation science.
5. Demonstrated experience in budget and personnel Management.
6. Excellent teamwork, communication skills (both oral and written) with strong management and analytical skills.
7. Excellent report writing skills.
8. Working knowledge of MS office Computer packages and other data analysis packages.

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.

This advert can be found on the IDRC website 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, Thursday 20th September 2018.**
2. All applications must be accompanied by the following at the time of submission:
 - a) Current CV
 - b) Typed letters of application. Hand written applications will not be accepted.
 - c) Copies of academic certificates/transcripts and other relevant certificates.
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.